

JOB AND TASK DESCRIPTION

Job Title: Adviser and Head of Evaluation Section
Division: Strategic Planning and Evaluation Division
Grade: E

Reports To: Director, Strategic Planning and Evaluation Division

General Information

The Strategic Planning and Evaluation Division's role is to identify the global context in which the Commonwealth Secretariat pursues its mandates from governments, to stimulate policy and activities across other divisions to respond accordingly, and to service the meetings of the Secretariat's governing bodies.

Working closely with all divisions of the Secretariat, the Strategic Planning and Evaluation Division (SPED) is responsible *inter alia* for the preparation of the Secretariat's 4-year Strategic Plan; acting as the secretariat to the Commonwealth Secretariat's governing bodies (the Board of Governors and Executive Committee of the Board and other related committees); managing the Secretariat's programme of evaluation studies; facilitating strategic thinking and planning; promoting results-based management including by monitoring, evaluating and reporting on programme quality, progress and performance; and promoting the adoption of good practices identified in evaluation studies.

The Division's structure reflects these responsibilities, being broken down into a Planning Section, Evaluation Section, RBM Team and the Director's Office. In addition, the Division interacts internally with all divisions and externally with representatives of member governments to pursue its responsibilities.

Job Summary

The Adviser & Head of Evaluation Section provides technical advice on issues relating to performance reporting, monitoring and evaluation. The position is responsible for monitoring how well business procedures, systems and standards support results reporting and enhanced portfolio effectiveness, and for developing improved procedures or approaches, as required. It is also required to provide advice on and contribute to the development of staff skills and revised management practices to ensure a high quality programme.

The Adviser is also responsible for planning and managing the evaluation programme of the Secretariat and for supporting staff in division-managed evaluation and review functions. The post-holder also contributes to strategic planning and portfolio monitoring and to the general functions of SPED, particularly policy development and analysis and promotion of good practice.

Task Description

The Adviser & Head of Section is required to:

- ❖ Plan and implement the annual evaluation programme to examine priority issues from across the range of the Secretariat portfolio in line with the Evaluation Strategy;
- ❖ Encourage and strengthen an evaluation culture in the Secretariat and develop staff expertise in monitoring and evaluation through guidance, advice and training;
- ❖ Ensures that the results of quality assessments, monitoring and evaluation are integrated into Secretariat planning and design processes and contribute to learning, continuous improvement and value for money;
- ❖ Advise on adjustments or improvements to the Performance Information Framework for the Secretariat to ensure results based management and reporting practices;
- ❖ Monitor the ability of systems and procedures to provide the Secretariat with the capacity to document, analyse and report on programme and project results, quality and outcomes;
- ❖ Provide advice and training on approaches to quality, performance information and reporting and monitoring;
- ❖ Prepare reports for management on portfolio performance particularly on quality, results and outcomes;
- ❖ Encourage and strengthen the approach to quality at entry and support staff in project design and management through the relevant guidelines, better access to best practice examples, technical advice and training;
- ❖ Manage the evaluation work of the Secretariat and the evaluation team, including external consultants;
- ❖ Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- ❖ Perform any other duties that may be required from time to time.

Person Specification

Education

Degree at post-graduate level in social sciences, management or a related field.

Desirable: Doctorate or advanced research experience

Experience

At least ten years working experience in evaluation, RBM, performance assessment and the design and management of development activities in governmental, international or multilateral organisations. Experience in managing staff and the operations of a work unit at a senior level also essential.

Desirable: Internationally acknowledged professional background and/or substantial work experience in an international organisation.

Competencies:

Respect for Diversity

Works effectively with people from all backgrounds

Treats all people with dignity and respect. Treats men and women equally

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group

Challenges others to rectify biases in behaviour, systems & process

Communication

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

Planning & Analysis

Effectively assesses and advises on major programmes/activities at a divisional level

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Adapting & Innovating

Identifies opportunities to improve divisional operations and effectively gains buy-in

Evaluates impact of improvement initiatives

Remains receptive to and encourages innovative ideas from more junior colleagues

Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances

Adhering to Principles & Values

Sets example and embodies Commonwealth Secretariat principles and values

Demonstrably protects the reputation of the Commonwealth Secretariat

Interprets and implements Commonwealth Secretariat principles and values

Ensures that division/programmes operate in a manner aligned to the values and principles of the organisation

Leadership & Development

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

Provide top level professional advice in strategic issues at management committee, board of governor & EXCO level. Lead on strategic issues