

JOB AND TASK DESCRIPTION

Job Title: Adviser and Head of Trade Competitiveness

Division: Trade and Debt Advisory Services Division

Grade: E

Reports To: Director, Trade and Debt Advisory Services Division

General information

Trade and Debt Advisory Services Division (TDA) is a Commonwealth Fund for Technical Cooperation (CFTC) division supporting the development efforts of member countries through technical assistance and capacity building. CFTC is a technical assistance instrument aimed at providing sustainable and people-centred development and the elimination of poverty through the provision of professional advice, transfer of best practice and the enhancement of skills and knowledge in support of policy and institutional development, capacity building and specific projects and programmes for economic, social and political development.

The technical assistance is typically delivered through experts and consultants, training, the provision of technical documents, manuals, software and the promotion of technical co-operation among member countries and with others. A significant part of the Division's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise. The Division has two sections, Trade Competitiveness and Debt Management Services.

The Trade Competitiveness Section (TCS) assists Commonwealth member countries to effectively integrate and participate in the global trading system by providing technical assistance to improve their trade competitiveness. The work is delivered through capacity building of trade support institutions, the design and implementation of export diversification and national/sectoral strategies, trade promotion and facilitation, and the improved compliance with international rules and standards. The section's work is focused on reducing trade transaction costs; improving market access; improving the enabling environment to support exports and enhancing competitiveness in services trade.

Job summary

Operating within the framework of the Commonwealth Secretariat's Strategic Plan (2013/14 to 2016/2017) and the Division's own identified work programmes and priorities, the Head of Section leads, supervises and manages a team of 5 Advisers responsible for delivering a range of technical assistance projects at national or regional level, focusing on one or more of the identified programme outcomes. He/she also directly manages a portfolio of projects. The job involves overseas travel. A key element of the post is the ability to interact and deliver expert advice to senior management, high-level officials in beneficiary countries and partner organisations.

Task description

Roles and responsibilities

Reporting to the Director, Trade and Debt Advisory Services, the post holder will direct the Trade Competitiveness Section to deliver technical assistance projects provided through the Commonwealth Fund for Technical Co-operation (CFTC), ensuring that these projects meet agreed objectives and targets in a manner which achieves maximum impact and value for money.

The post-holder will undertake the following:

Programme development and management

- Leads the team in defining the overall strategic direction of the section including setting the operational framework and focus, based on diagnostic analysis of the demands and needs of member governments;
- Assesses and endorses project design documents for the section, ensuring that they are compliant and aligned to the strategic objectives of the Secretariat, as defined in the strategic plan;
- Manages and gives guidance to professional staff members of the section in developing appropriate projects for delivering technical assistance to member countries;
- Takes the lead on the conceptualization of new focus areas in order to ensure that the Section continues to be at the forefront of knowledge and trends in the delivery of trade competitiveness interventions; The Head will be expected to manage a selected portfolio of projects;
- Advises on the best use of the Section's financial and human resources for maximum impact of technical assistance in member countries;
- Assigns projects to Advisers to ensure an optimal balance across the team and monitors progress.

Monitoring, evaluation and reporting

- Represents the Section/Division at internal meetings and the Secretariat at international conferences/seminars and workshops, including deputizing for the Divisional Director from time to time;
- Supervises the preparation and production of all documents, briefs, reports and publications of the section and prepares technical reports as a contribution to the Secretary General's report to the Board of Representatives; Commonwealth Head of Governments; and Management Committee;
- Ensures that the section adheres to principles of Results Based Management.



The Commonwealth

Team management

- Identifies the section's strategic external partners, defines appropriate co-operation frameworks, leads and supports the team to build and maintain partnerships with key international organizations;
- Takes the technical lead in interfacing with bilateral donor agencies (e.g., DFID, EU) and regional development organizations/communities (CARICOM, SADC, EAC) with regards to progressing the sections work on trade competitiveness;
- Takes the lead and serves as a role model in integrating mainstreamed issues, (gender, youth and human rights) into the work of the Section;
- Holds Section staff accountable for delivering the agreed work programme through cost effective use of financial and human resources;
- Supervises professional, support and temporary staff, creating an atmosphere of learning and innovation.

General

- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Performs any other duties that may be required from time to time.

Personal specification

Education:

- First degree in Economics, Law, Business Management or Commerce, and a post graduate qualification in either international trade, international economics, international law, MBA or other relevant disciplines.

Work Experience:

- A minimum of ten years' experience in leading the development and delivery of private sector development programmes to enhance the capacities of developing countries to improve trade competitiveness.
- Experience in developing and managing technical assistance programmes and projects in developing countries, and in dealing with governments and project authorities at a senior level.

Desirable:

- Experience in working with private sector and civil society to deliver trade capacity support and to support trade competitiveness.
- Substantial experience in managing professional staff.
- Significant experience in an international multicultural environment.



The Commonwealth

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 organization



The Commonwealth

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.