



The Commonwealth

JOB AND TASK DESCRIPTION

Job Title: Adviser & Head of Climate Finance and Small States Section

Division: Economic Policy Division

Grade: E

Reports To: Director, Economic Policy Division

General Information

The Economic Policy Division is responsible for the Secretariat's work programmes on global, regional, and national economic issues, both contemporary and emerging, and on small states. It plays a key role in helping to identify solutions to the economic development problems affecting Commonwealth countries; in achieving an international consensus on these solutions; and in providing advice to governments on policy development. The Division undertakes innovative and ground breaking research and analysis, facilitates dialogue and debate, seeks to build consensus on these issues and solutions within the Commonwealth and within the broader international community with a view to helping build a global development architecture which is more responsive to the needs of Commonwealth countries.

The Climate Finance and Small States (CFSS) Section works to create international policies, mechanisms and rules that are more responsive to the needs of small states and vulnerable states. The focus of this work includes the development of tools for analysing the vulnerability of small states and policy options or programmes for use at national and international levels to build resilience to external shocks. With respect to climate financing, the Section implements advocacy work and practical programmes to build capacity and provide technical assistance to improve the access by small states and vulnerable states to climate financing.

Job Summary

Reporting to the Director of Economic Policy Division, the Adviser & Head of Climate Finance and Small States Section will lead the development and implementation of the Division's work programmes on climate finance and small states. S/he will be responsible for delivering high-profile Commonwealth dialogues on these issues such as the Global Biennial Meeting on Small States, and will support the political engagement on small states and climate finance issues at Ministerial and Heads of Government level, including ensuring the delivery of a Climate Finance Skills Hub.

Task Description

The post holder will:

- Be responsible for leading, shaping and managing the Commonwealth's policy work, and programmes on resilience building in small states and climate finance with a



strong focus on promoting and achieving effective Results Based Management. This will include taking direct responsibility for the achievement of strategic outcomes and results associated with the CFSS as defined in the Secretariat's Strategic Plan.

- Build consensus within the Commonwealth on key development issues facing small states, and climate financing for small states and vulnerable states. Promote Commonwealth consensus and the concerns of member states in an international context to influence international policies, mechanisms and rules so that they become more responsive to the needs of small states and vulnerable states.
- Monitor, analyse and evaluate developments in the fields of small states vulnerability and resilience, and climate finance, with a view to identifying new opportunities and ensuring that the work programme is responsive to global developments.
- Undertake, and/or manage the provision of research and evidence-based analysis on small states' development concerns and resilience building, and on climate financing issues, to inform member governments, global policy development and Commonwealth advocacy for the reform of national and global architectures to better support development in small states and vulnerable states.
- Lead preparations for specific Ministerial meetings, consultations amongst the membership, including sessions held in the margins of the Commonwealth Heads of Government Meeting; the Global Biennial Conference on Small States and other ad hoc meetings, conferences and Commonwealth Expert Groups.
- Build effective partnerships and networks with internal and external stakeholders to achieve programme goals.
- Ensure effective management of the CFSS Section which includes: line management of a team of Advisers and overall management of a team of professional staff and researchers; preparation of the CFSS work programme and inputs to the strategic plan; and effective budget and financial management of CFSS.
- Provide policy advice and support to senior management of the Secretariat and to government officials at a senior level.
- Assist in the preparation of briefs and speaking notes for senior management.
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and the Secretariat's Gender Equality Policy.
- Perform any other duties assigned by the Director from time-to-time.

Person Specification

Education:

- A Post-Graduate degree in Economics, Sustainable Development or Climate Change and/or Climate Finance, and 15 years of related work experience.



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Desirable:

- A multidisciplinary academic background and working knowledge about the problems of small states, sustainable development and climate finance.
- A PhD in Economics or related to national planning in a small states context and/or climate finance needs of small states and vulnerable states.

Experience:

- Proven extensive expertise in international development and international finance and/or economics.
- Experience of at least 15 years in economic analysis and policy formulation in areas related to resilience building in small states and/or climate finance.
- Demonstrable working knowledge of international financial institutions and international environmental governance and climate finance.
- Particular expertise on, and strong networks within small states, the wider Commonwealth and the international development community.
- Extensive experience of working in (or on) developing countries.
- Demonstrable experience in managing staff and resources at senior management level.
- Demonstrable track record of project and programme management.

Desirable:

- Demonstrable track record in publications on issues related to development in small states and/or climate finance and the needs of small countries and vulnerable countries.
- Demonstrable competence and experience in developing and managing impactful international development work programmes.
- Work experience at a policy level 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

Ensures information is communicated to and from the top level and filtered through the appropriate channels.
Communicates effectively with and gains understanding of top level stakeholders e.g. Heads of member states



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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 Commonwealth Secretariat structures, processes and/or outputs, and influences others towards those goals.
Identifies with and considers member states' perspective and directs initiatives aimed at improving the services provided to them.

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

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.