

JOB AND TASK DESCRIPTION

Job Title: Director

Division: Governance and Natural Resources Division

Grade: C

Reports To: Deputy Secretary-General (Economic and Social Development)

General information

The Governance and Natural Resources Division (GNRD) is one of the major Secretariat Divisions of the Commonwealth Secretariat, which is funded wholly by the Commonwealth Fund for Technical Cooperation (CFTC). The Division is responsible for delivering two key Commonwealth Strategic mandates that concern Public Institutions and Pan-Commonwealth Development respectively.

The Public Sector Governance Section is responsible for delivering Commonwealth's mandate on Improving Public Administration in member countries. The work of the section focusses on the provision of advice, support and assistance to key institutions at the Centre of Government in order to ensure the effective functioning of Government itself and the governance structures which hold it to account. Covering the full spectrum of public policy, management, and administration, as well as matter relating to civil society and private sector institutions with public responsibilities, the section works in close collaboration with other divisions and external partners to provide assistance across a wide range of development matters in order to meet the specific needs of individual member countries in a diverse, complex, and rapidly changing environment.

The Ocean's and Natural Resources Section is responsible for delivering the Pan-Commonwealth mandate concerning the strengthened and sustainable management of maritime and other natural resources by Member countries. The work of the Section is delivered through the provision of legal, economic and policy advisory services to Member countries focusing upon the management of exhaustible natural resources (minerals, petroleum and gas), the negotiation and delimitation of maritime boundaries (including the extended continental shelf claims) and the development of national and regional strategies for the sustainable management of ocean space and maritime resources.

Job summary

The Director manages a team of highly experienced professionals and support staff who administer the delivery of specialised knowledge and technical assistance interventions in their respective fields of specialisation to member countries.

The Director is responsible for overall programme development, management, and service delivery of agreed targets and objectives funded by the CFTC.

The job combines requirements for effective leadership and management skills, the ability to work closely with all Divisions of the Secretariat and external partners, and a vision to implement and advance the Commonwealth's programmes in Governance related to public sector development and natural resources management.

The Director reports to the Deputy Secretary-General on strategic, policy and operational activities.

Task Description

The post-holder:

Senior Management of Secretariat

- Is a member of Senior Management Group of the Commonwealth Secretariat, under the chair of the Secretary-General.
- Participates in the development of wider Secretariat strategies and policies.
- Represents the Secretariat externally at a senior level, including from time to time be called upon to play a representational role on behalf of the Secretariat.
- Acts as an advocate for Commonwealth policy positions at national, regional and global levels.
- Provides advice to the Secretary-General and the Deputy Secretary-General on public sector development and natural resources management.
- Performs other duties as assigned by the Secretary-General or Deputy Secretary-General.

Director of GNRD

- Provide policy and intellectual leadership for the work of the Commonwealth Secretariat in the areas of Public Administration and management of Maritime and other Natural Resources.
- Identify and undertake analytical work in pioneering analytical work in the area of responsibility with a view to advocate at key regional, pan-commonwealth and other audiences.
- Take direct responsibility for the achievement of strategic outcomes and results falling under the Division's mandate as defined in the Strategic Plan to deliver improved Public Administration and strengthened, equitable and sustainable management of Maritime and other Natural Resources.
- Ensure sound financial management by managing the Division's resources to deliver to time, budget, agreed quality within established Secretariat policies and procedures.
- Provide the leadership and management for divisional staff, a transparent environment in which they can achieve professional and personal goals and contribute effectively to the team and Secretariat objectives.
- Provide strategic advice to the Deputy Secretary General (Economic and Social Development) on the Division's programmes.
- Strengthen and build partnerships with key institutions and Centres of Excellence to promote achievement of Secretariat / Divisional goals.

- Work closely across business units in the Commonwealth Secretariat to enhance synergies and build linkages across programmes.
- Provide leadership in institutionalising knowledge management in the work being done by the Division and in the overall area of Economic and Social Development including inter alia, encourage research, and publication of case studies based on good practices.
- Advocate and systematically communicate to key audiences in advancing the work and results of the Commonwealth Secretariat.
- Spearhead quality assurance in programme design and strong oversight with an emphasis on results in area of responsibility consistent strong results-based management practices.
- Creates an environment for staff in which they can achieve professional and personal goals, and in which they are motivated to contribute to the Secretariat and the implementation of its programmes.
- Contribute to the development of wider Secretariat strategies and policies.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Performs any other duties as may be required from time to time.

Person specification

Education

A minimum of a Degree in public sector management, administration, economics, international law, development or a related social science discipline.

Experience

A minimum of 10 years' experience at senior management level, directing a team of professionals, in a governmental or in an international organisation.

Extensive experience of public sector development reform.

Extensive experience of governance issues related to maritime and other natural resource management.

Substantial experience working in developing countries and prior field-based development experience will be assets.

Proven track record of effective people management skills at senior level.

Competencies:

Respect for Diversity
<p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>Shows respect & understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p> <p>Creates an environment where respect for diversity is embedded in behaviours, systems & processes.</p>
Communication
<p>Establishes a culture of constant, consistent, clear and open communication</p> <p>Ensures information is communicated to and from the top level and filtered through the appropriate channels</p> <p>Communicates effectively with and gains understanding of top level stakeholders e.g. Heads of member states</p>
Planning & Analysis
<p>Organises work programme with full cognizance of Board of Governance requirements</p> <p>Effectively assesses and advises on major programmes/activities at a divisional level</p> <p>Balances focus in order to deliver both Commonwealth Secretariat and member states' goals</p> <p>Ability to interpret incomplete and/or ambiguous information</p> <p>Effectively analyses and assesses new or uncertain critical situations</p>
Decision Making
<p>Makes informed decisions that are instrumental to the direction and profile of the Commonwealth Secretariat in general</p> <p>Is confident of making strategic/critical decisions with limited information in time pressured situations</p> <p>Applies advanced judgement in the approval of corrective action for the resolution of organisation wide issues</p> <p>Creates a culture that values ownership of decisions and leads by example</p>

Adhering to Principles & Values

Defines Commonwealth Secretariat 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 (strategic)

Provide vision and overall strategy for the Commonwealth Secretariat

Creates a vision where the reputation of the Commonwealth Secretariat is upheld and consistently evolving

Communicates the Commonwealth Secretariat's vision, achievements and impact in a manner that inspires enthusiasm amongst employees, member states, and external parties

Establishes a culture where the creation and capitalisation of opportunities for staff development and fulfilment is promoted and valued

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