

## JOB AND TASK DESCRIPTION

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**Job Title:** Internship, Political Division

**Division:** Political Division, Commonwealth Secretariat

**Time frame:** 6 months

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**Reports To:** Head, Asia / Europe Section, Political Division

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The Political Division (POL) is the lead division in the Secretariat's high-profile programme for the promotion of democracy and good governance in the Commonwealth. The division works closely with the Secretary-General, providing him with advice and support on all political issues, and particularly in his Good Offices role. Its work ranges from monitoring and analysis of political developments and the preparation of briefings, to the organisation of election observation and the provision of technical assistance. The work is often of great sensitivity and to demanding timetables.

POL is also responsible for organising and servicing the biennial Commonwealth Heads of Government Meetings (CHOGM) and other meetings, including meetings of the Commonwealth Ministerial Action Group (CMAG).

The internship will be based in POL's Asia / Europe Section.

### Job Summary

POL's Asia / Europe Section, which is responsible for eleven member countries, as well as some important Commonwealth consultative and policy making mechanisms, is seeking a talented individual with excellent research, analytical and communication skills for a six month internship placement. The intern will gain broad familiarity with the work of POL, and will assist the Section in monitoring and analysing regional political developments of interest.

### Internship Programme

The Commonwealth Secretariat's Internship Programme combines practical work experience with a structured learning experience through specific briefs aimed to achieve identified Secretariat objectives. It also aims to provide opportunities for professional development for recent graduates to gain experience and prepare them for the labour market.

### Task description

- Monitor political developments of interest in countries as assigned, and provide written updates on situations as appropriate;
- Assist in the preparation of briefing material for the Secretary-General and other senior Secretariat officials;

- Carry out short-term research projects on various international issues as directed, and provide advice and recommendations based on findings;
- Support the Section in servicing the work of the Commonwealth Ministerial Action Group and in preparing for other ministerial meetings, as relevant;
- Producing records of outcomes and discussions at meetings;
- Performing other duties appropriate to the role, as may be required from time to time.
- Undertake any other requirements as outlined in the Secretariat's Internship Policy

### **Person Specification**

#### **Education:**

- Recognised graduate level qualification in a relevant field (e.g. International Relations; International Politics, Political Science)

#### **Post holder should be able to demonstrate the following:**

- Good understanding of international affairs, particularly in the context of developing country issues
- Research and analytical skills
- Ability to organise, plan and prioritise workload and work under pressure to deadlines
- Ability to work effectively as part of a team
- Good written and oral communication and interpersonal skills
- Problem solving skills used to resolve routine queries/ problems
- Ability to use own initiative when appropriate
- Excellent IT, e-mail and internet skills including the use of Microsoft Office (Word, Excel);
- Ability to meet the core Secretariat requirement of working effectively and sensitively in a multicultural environment

## 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.

Changes systems and processes when biases are identified

### **Working with Others**

Promotes team work and removes barriers to effective team working

Provides advice and guidance for others sensitively and where appropriate

Establishes ownership for relevant activities from the outset

Develops a wide network, including senior level contacts to facilitate activities and further own knowledge

Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer

Demonstrates an ability to negotiate with and influence senior colleagues and contacts

Proactively liaises with other divisions, partners & third parties

### **Communications**

Communicates both written and verbal ideas clearly

Actively listens to others

Exercises diplomacy in language and terminology used

Confidently articulates a point of view

Expresses ideas and suggestions in a positive, persuasive manner

### **Planning & Analysis**

Organises own workload with minimal supervision

Accurately interprets instructions and carries out necessary actions

Recognises the importance of accuracy and pays appropriate attention to detail