The Commonwealth

JOB AND PERSON SPECIFICATION

_____

Job Title: Results Based Management (RBM) Officer

Division: Strategic Planning and Evaluation Division (SPED)

Job Grade: H

_____

Reports to: Results Based Management (RBM) Adviser/ Team Leader

_____

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 Results Based Management Team is comprised of two staff: the RBM Adviser/Team Leader and RBM Officer. The Team is responsible for overseeing the implementation of the organisational Results Based Management Strategy working closely with the Planning and Evaluation Sections as well as Director's Office. This role involves the establishment and sustenance of a results culture within the organisation including developing and operationalizing systems and processes that support organisational focus on results.

Central to this role is supporting capacity development in RBM, strengthening monitoring and assessment of results and overseeing implementation and the ongoing development of the Secretariat's project management information system, ARTEMIS.

The RBM Officer position is a newly created post. Reporting to the RBM Adviser/Team Leader, the post holder will play a key role in promoting a culture of RBM in the Secretariat, particularly in the development, implementation and maintenance of a range of planning and monitoring systems and processes. In this connection, the post-holder will provide support to divisions in implementing the Secretariat's Project Management Information System (ARTEMIS), which is conceptually designed as an integrated Secretariat-wide project design and management information system to underpin RBM principles and practices.

Task description

A. Planning and Project Design

- Support the planning, development and operationalization of RBM tools, frameworks and guidelines;
- Identify appropriate performance indicators for tracking results and monitoring critical assumptions and/or preparing comprehensive performance monitoring plans;
- Suggest strategies for improving the efficiency and effectiveness of project reporting by identifying bottlenecks in data collation activities and developing plans to minimise or eliminate such bottlenecks;
- Ensure relevant data is entered into the organisation-wide RBM system designed to capture, analyse, and disseminate project data;
- Support Divisions in designing results focused projects, including the application of Results Based Management guidelines;
- Support Divisions in establishing and sustaining the RBM approach to project management;
- Support the on-going development and improvement of ARTEMIS software as well as provide support to Divisions in the application of ARTEMIS Software in the planning, project design, implementation, monitoring and reporting.

B. Capacity Building and Communication

- Work with Secretariat-wide teams to define the quality of outcome/impact evidence that will be needed from their programmes and defining appropriate longitudinal, quasi-experimental and/or point in time evaluations for integration into comprehensive results plans for programmes and projects;
- Work collaboratively with other team members to ensure that necessary project planning, development, resource availability and management activities function smoothly and efficiently;

- Manage stakeholder expectations in regards to accountability requirements and ensure the buy-in and support of stakeholders;
- Be in continuous communication with colleagues to take critical inputs, feedback, and assessments to inform changes in project and/or programme approaches;
- In collaboration with the Human Resources Division, support the implementation of RBM capacity building plan;
- Support the development and host an on-line RBM training programme for the Secretariat;
- In collaboration with the Communications and Public Affairs Divisions, support in the development and implementation of RBM Communications Strategy;
- Support the development and implementation of an RBM Induction programme for new staff;
- Support and facilitate the hosting of an RBM Community of Practice;
- Collaborate and coordinate with other international organisations, government agencies, NGOs, and other organisations on monitoring and evaluation issues;
- Cultivate strategic RBM relationships and alliances with other projects and represent RBM activities in public and professional circles through meetings, conferences, and presentations.

C. Monitoring, Assessment and Reporting

- Support the development and sustenance of Secretariat-wide monitoring and assessment system;
- Review quality and consistency of data/information in monitoring and assessment databases;
- Analyse lessons learned for quality and accountability;
- Support operational decisions and manage various components dealing with RBM - overseeing data collection efforts to ensure both the Project Plans and results reporting meet the requirements of the programme and/or project;
- Enhance systems for routine data collection and RBM feedback to Divisions and other key stakeholders;
- Support in the compilation and analysis of monitoring and assessment information and data;
- Quality assurance of data in project reports (e.g. project quarterly reports and annual reports) to ensure projects are monitoring key performance indicators and collecting data as needed by reporting requirements;
- Producing clear, compelling, and methodologically robust reports, journal articles, policy briefs, presentations, and other ways of making research, monitoring, and evaluation results available and accessible to audiences;
- Support Divisions in reporting for results as well as the preparation of analytical monitoring and assessment reports to inform decision making;
- Facilitate and participate in SPED led monitoring and assessment processes and support Divisional monitoring and assessment processes;

- Perform other duties as may be required from time to time;

D. Other

- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.

Person specification

Education:

A post-graduate degree in development studies, business administration, management, international development or related field.

<u>Desirable:</u>

Postgraduate training in Project Planning, Monitoring and Evaluation.

Experience:

At least 5 years' working experience in project design, planning, monitoring, evaluation and results based management in governmental, international or multilateral organisations.

<u>Desirable:</u>   Experience in the development and management of Management Information Systems, development of monitoring and evaluation systems, strategic and sectoral planning. Strong technical skills, including ability to process and analyse data using one or more statistical software packages, including at least one of the following: Artemis, SPSS, Epi-Info, Stata, MS Access.

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

Planning and Analysis
Breaks long term plans into clear milestones
Builds in contingencies for potential obstacles
Takes corrective action if activities are off trace
Uses past experience to inform future planning
Quickly and accurately identifies subtle themes and relevant issues in complex information

The Commonwealth

Developing and Applying Professional Expertise

Applies specialist knowledge to achieve anticipated results

Proactively identifies how to develop specialist knowledge

Presents self as credible to both internal and external contacts

Managing Resources

Identifies targets for team activities and manages progress against objectives

Plans and manages activity spend accurately against budget

Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner

Effectively motivates team e.g. by recognising and promoting team and individual contribution inter alia

Recognises strengths and weaknesses in others, structuring teams based on this knowledge

Drives forward results of others

Takes ownership for team wellbeing

Decision Making

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms

Accountability

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

Leadership & Development

Mentors colleagues effectively e.g. by suggesting development goals and providing on the job coaching inter alia

Provides constructive feedback to team members and colleagues with confidence and sensitivity