



The Commonwealth

JOB AND PERSON SPECIFICATION

Job Title:	Programme Adviser - Commonwealth Electoral Network
Division/Section:	Political Affairs Division / Democracy Section
Grade:	H (Three year fixed term)
Reports To:	Head of Democracy Section

General Information

The Political Affairs Division (PAD) is the lead division in the Commonwealth Secretariat's work to promote democratic values, practices and institutions. PAD facilitates consultation and consensus-building among Commonwealth governments, including its work with the Commonwealth Ministerial Action Group and Heads of Government Meetings. The Democracy Section of PAD is directly responsible for the organisation of election observation and responds to requests for technical assistance to reinforce democratic processes and institutions in member countries.

The Commonwealth Electoral Network (CEN) was endorsed by Heads of Government at their Meeting in 2009 and subsequently launched at a pan-Commonwealth Conference of Election Management Bodies in Ghana in May 2010. Its aim is to facilitate experience sharing, create peer support mechanisms and promote good practice across the Commonwealth in the field of election management. This is achieved through, for example, the development of good practice guides, management of an online networking environment, and provision of targeted programmes of technical assistance.

Job Summary

The Programme Advisor, in consultation with the Head of Democracy Section, will be responsible for developing, managing, and growing the capacity of the Commonwealth Electoral Network to assist members achieve the standard of electoral management and democratic practice generally to which they have committed themselves. S/he will oversee the delivery of all CEN programmatic activity, including the management of project staff and other resources and key relationships. S/he may also provide substantive and logistical support to electoral assistance missions where required.

Task Description

The post-holder will:

- Provide advice on the development and operations of the Commonwealth Electoral Network (CEN) in line with Commonwealth Secretariat priorities and identified member needs;
- Manage the budget and other resources allocated to the CEN;
- Design, develop and manage implementation of CEN programme elements (including technical assistance projects) by:



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- defining project parameters in response to Member requests for assistance;
- obtaining project approvals;
- managing and reporting on project implementation and monitoring performance;
- Defining, mobilising and supervising specialist technical and other inputs to projects made by external consultants as required;
- Develop strategic partnerships and initiatives with multilateral and bilateral agencies in relation to CEN programmes, and maintain contact with senior electoral officials and other partners;
- Act as a focal point for Network members in respect of advice, support, and information dissemination;
- Support the CEN Steering Committee, including through the provision of regular progress reports;
- Organise and deliver meetings of the CEN Steering Committee and thematic Working Groups as required;
- Organise the Biennial Meeting of the Network;
- Manage the CEN online communities developed as part of the Commonwealth Connects platform;
- Assume overall responsibility for the accuracy and currency of information on the CEN sub-pages of the Commonwealth Secretariat website and relevant sections of the Commonwealth Connects website;
- Support the Democracy Section in the preparation of briefings, advice, reports and presentations on CEN matters;
- Contribute to international seminars, conferences and expert group meetings relating to the CEN;
- Carry out any other duties as may be required from time to time.

Person Specification

Education:

- A graduate degree in a relevant subject, preferably political science.

Desirable

- A postgraduate degree in a relevant subject, preferably political science.

Experience:

- Substantial project or programme management experience, including budget management, preferably gained in an international organisation.
- Policy formulation and strategy development.
- Ability to present, assimilate, analyse and distil complex information.
- Staff management experience, including management of external contracts and consultants.

Desirable:

- Familiarity with electoral assistance models; experience in negotiating with donor agencies and managing grants.



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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

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



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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

Actively seeks feedback on own performance and acts to modify behaviours where necessary

Inspires others through own enthusiasm



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Human Resources Division

MONITORING FORM - SECRETARIAT HEADQUARTERS

Please complete the form below providing the information to enable us to monitor our recruitment and ensure that our recruitment process is free from bias or unfair discrimination. The Commonwealth Secretariat is committed to observing the principles and practice of Equality of Opportunity in all its activities.

Forename(s).....

Surname.....

Nationality

Please state.....

Gender

Please indicate with an "X" Male Female

Date of birth

Day "03"	"dd" e.g.	Month e.g. "10"	"mm"	Year "yyyy" e.g. "1973"

Disability

Please indicate with an "X" whether you consider you have a disability or not.

Disability: Yes No.....

If you have indicated "Yes" that you do consider you have a disability please detail in the space below of any special requirements that you may require when attending for interview or group selection activities so that we can consider how to meet those needs to ensure equality of opportunity.

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Where did you see this post advertised?

Please tell us in which publication or on which website you saw this vacancy advertised.

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Thank you for completing these details – please make sure you return your completed form with your application.