The Commonwealth

ASSISTANT RESEARCH OFFICER, CLIMATE CHANGE

YOUNG PROFESSIONALS PROGRAMME

APPLICATION GUIDELINES – COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the division/unit, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

- You must be a **national of a Commonwealth Country and aged 27 years or younger at the time applications close.** You will be required to provide evidence of this if you are shortlisted for the post.

- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.

- All appointments are subject to **satisfactory references.** You will be required to provide details of two referees, one of whom should be your current or most recent employer and one from your most recent academic institution. Referees cannot be related to you and should be able to give an assessment of your professional abilities as well as your character. The Secretariat reserves the right to take up all references including the current employers during the selection process.

- You will be required to provide supporting information that you meet the requirements of the Young Professionals Programme during the course of the online application process.

- You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.

- Salary on appointment is £29,070 per annum gross. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions.

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** (no more than two A4 pages) together with a **covering letter** (no more than one A4 page**)** setting out your motivation for applying for this role, your experience and skills in relation to the person specification, competencies and other requirements for the post. Your application should be received no later than **Monday 11 January 2021 at 17:00 (GMT)**.

Applications should be made via our online application system at www.commonwealth.org/jobs.

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team
The Commonwealth Secretariat
E-mail:HQ-Recruitment@commonwealth.int