

JOB AND TASK DESCRIPTION

Job Title: Adviser and Head of Gender Section

Division: Gender Section

Grade: E

Reports To: Senior Director Economic, Youth and Sustainable Development

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 54 member governments in advancing democracy, development and respect for diversity.

The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

The Gender Section is based in the Economic, Youth and Sustainable Development Directorate (EYSDD).

The objective of the Gender Section is to support member states and the Secretariat to advance international, regional and national commitments and protocols on gender equality, including the implementation of the Commonwealth's Strategic and Delivery Plan.

The Section's work under the Strategic Plan is focussed on several priority areas:

- Gender equality mainstreamed in national frameworks, policies and programmes;
- Gender equality mainstreamed in the Secretariat's programmes and projects and through targeted gender projects;
- Gender mainstreamed and women are empowered for economic, social and political development; and
- Implement the Commonwealth's four priorities on gender equality: (i) women's economic empowerment; (ii) women in leadership; (iii) ending violence against women and girls; (iv) gender and climate change.

The Gender Section has three inter-linked functions:

- implementing the Secretariat's strategy for gender equality, designed to promote women's rights and gender equality in Commonwealth countries through evidence based analyses, policy advice, advocacy, capacity building, and technical assistance;

- convening triennial meetings of Commonwealth Ministers responsible for Women's Affairs, annual meetings of Commonwealth Women's National Machineries and the Commonwealth Women's Forum; and
- leading and coordinating systems and mechanisms for effective gender mainstreaming within the Secretariat for sustainable development.

Job summary

Reporting to the Senior Director, Economic, Youth and Sustainable Development, the Adviser and Head of Gender provides leadership, strategic direction and management to the section, overseeing annual planning, personnel and financial management. S/he leads high-level advisory missions on gender-related assignments and represents the Secretariat on gender issues in Commonwealth countries. They are responsible for the preparation, delivery and dissemination of results on gender aspects of the Strategic Plan. The post-holder is expected to have a combination of specialist expertise of technical analysis and policy influence on gender, strong leadership and managerial skills, diplomacy, and the ability to network with and influence senior people. The post requires some overseas travel.

Task description

- Provides leadership and strategic direction for the Secretariat's gender capacity-building work, both internal (in strengthening the capacity for evidence based analysis and policy influence and gender responsiveness of the Secretariat) as well as external (in strengthening the capacity the capacity for evidence based analysis and policy influence for gender equality across Commonwealth member governments);
- Provides leadership and strategic direction on gender advocacy, conceiving and developing strategies, and either leading or supporting high-level advisory and advocacy activities;
- Represents the Secretariat on gender issues in public settings (including media) and intergovernmental settings as required;
- Is responsible for the delivery of the gender-related results in the Strategic Plan including developing work plans and budgets for the Section and individual staff; oversight and monitoring of implementation; and, accountability for outcomes and results including reporting on these;
- Manages the team of the gender section, including responsibility for staff development and performance management;
- Maintains an overview of trends and priorities in women's rights/gender equality in Commonwealth countries and the broader global context, particularly those related to the Post-2015 Global Development Agenda, in order to inform and offer advice to the Secretary-General and senior management, and to shape pan-Commonwealth gender policy;
- Co-ordinates the organisation and delivery of meetings of Commonwealth Women's Affairs Ministers and of National Women's Machineries (NWMs), and maintains a working relationship with Ministers, Heads of NWMs in Commonwealth member states and other key partners;

- Ensures that corporate policies and decisions are implemented in the Gender Section; and,
- 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.

Person Specification

Education

- A post-graduate qualification in economics, development studies, gender/women studies, the humanities, social sciences or a related field.

Desirable:

- A Ph.D. qualification pertaining to gender and development or a related discipline such as economic, social or political development.

Experience:

- At least 10 years' senior management experience, including a track record in technical analysis, and the development and implementation of gender policies and programmes at national, regional or international levels;
- Experience of developing and implementing gender mainstreaming and capacity-building in a public administration environment of international organisation;
- Specialist knowledge in gender and economic, social and political development;
- Experience of having worked with key international organisations and processes addressing gender equality and women's empowerment;
- A capacity to network and build effective partnerships at national, regional and international levels.
- Leadership and management experience in a cross-cultural context

Desirable:

- Experience in the establishment of technical tools and systems relating to results-based management.
- Experience working in a multi-stakeholder partnership 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.

Challenges others to rectify biases in behaviour, systems & process

Communication

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

Planning & Analysis

Effectively assesses and advises on major programmes/activities at a divisional level

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Adapting & Innovating

Identifies opportunities to improve divisional operations and effectively gains buy-in

Evaluates impact of improvement initiatives

Remains receptive to and encourages innovative ideas from more junior colleagues

Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances

Adhering to Principles & 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

Ensures that division/programmes operate in a manner aligned to the values and principles of the organisation

Leadership & Development

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

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