



JOB AND TASK DESCRIPTION

Job Title: Adviser and Head of the Caribbean Section

Division: Governance and Peace Directorate

Grade: E

Reports To: Senior Director, Governance and Peace Directorate

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 promoting democracy, development and respect for diversity.

The Governance and Peace Directorate (GPD) is the lead directorate in the Secretariat's high-profile programme for the promotion of democracy and good governance in the Commonwealth. 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 directorate works closely with the Secretary-General, providing advice and support on all political issues, and particularly in her Good Offices role. The work is often of great sensitivity and to demanding time-frames.

GPD is also responsible for organising and servicing the biennial Commonwealth Heads of Government Meetings (CHOGM), the annual Commonwealth Foreign Affairs Ministers' Meeting (CFAMM) and meetings of the Commonwealth Ministerial Action Group (CMAG).

The Caribbean Section is responsible for oversight of the Commonwealth's political relations with the Caribbean member countries, as well as regional and sub-regional organisations, such as CARICOM, OAS, ACP, etc.

Job Summary

Reporting to the Senior Director, the Head of the Caribbean Section leads a team in the Section on nurturing the Commonwealth's relations with the Caribbean. S/he provides expert political advice and support to senior management on Caribbean issues, represents and negotiates at senior levels on behalf of GPD and the Secretariat, leads/participates in Commonwealth election observations missions when needed, organises, manages and services high-level Commonwealth meetings. The Head leads the team by setting strategic direction, promoting teamwork and collaboration to implement work objectives, and monitoring and evaluating results and impact. The job requires overseas travel, often at short notice and at times in challenging circumstances.

Task Description

The post-holder:

- Participates as a core member of GPD's senior leadership team, which is responsible for fostering the Commonwealth's political relationship with its member states and other international organisations, and for promoting the Commonwealth's fundamental political values;
- Monitors and analyses political developments relating to Commonwealth member countries in the Caribbean, in order to identify, prioritise and advise on issues to provide a basis for the Secretariat's strategic decision-making, policies and programmatic direction;
- Responsible for the preparation of policy papers and briefing materials, including briefings and speeches for the Secretary-General and other senior officers, on relevant member countries and regional and international issues, both for bilateral consultations as well as in the context of regional and international meetings, and co-ordinates and integrates the contributions from other divisions into these documents;
- Works with the Senior Director in providing expert policy advice and briefing on countries of assigned responsibility for election observer missions, also leading or participating in such missions when required, and providing substantive input into the post-mission report;
- Works closely with the Head of Good Offices Section to support the Secretary-General's Good Offices role in countries of responsibility, including by offering his/her own mediation and good offices as the Secretary-General's emissary when required, which involves negotiation at high political levels.
- Assists in the organisation and servicing of high-level meetings such as CHOGM and coordinating follow-up action on decisions taken in these meetings;
- Supports meetings of the Secretary-General and other senior Secretariat colleagues with Heads of Government, ministers, senior officials and senior representatives of international and non-governmental organisations, including by accompanying the senior colleagues on official travel overseas.
- Represents the Secretariat by participating in seminars, colloquia and workshops as required, promotes the Commonwealth through speaking engagements in a broad range of diplomatic, political, academic and civil society fora;
- Leads the preparation of strategic plans, budgets and performance reporting on the work of the section;
- Manages, motivates and appraises the performance of section staff;
- Performs any other duties as may be required from time to time, including supervising the work of the Directorate in the Director's absence when required to do so.
- Adheres 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 or other advanced qualification in a relevant subject such as law, political science or international relations.

Experience

- Minimum ten years' experience in providing policy and strategy advice to high level senior political actors on national, international or regional organisation, especially on Caribbean regional issues;
- Experience in research, publishing, and speech writing on issues related to the Caribbean region.
- Leadership in managing a multi-cultural team of professionals.

Desirable

- Significant policy formulation experience in an international context;
- Experience of working/consulting in political or diplomatic environments.
- A doctoral degree in a relevant area is an added advantage.
- International media interview appearances will be an added advantage

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.