



The Commonwealth

## JOB AND TASK DESCRIPTION

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**Job Title:** Adviser in the Senior Director's Office

**Division:** Governance and Peace Directorate

**Grade:** G

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**Reports To:** Senior Director, Governance and Political Directorate

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### General Information

The Governance and Peace Directorate (GPD) is the lead directorate in the Commonwealth Secretariat for the promotion of democracy, human rights, rule of law and good governance in the Commonwealth. The directorate is responsible for programmes which foster greater adherence to Commonwealth political values, the conducting of fair, credible and inclusive elections and engagement with member countries through the Good offices of the Secretary General. It is also responsible for promoting effective, efficient and equitable public governance, through programmes strengthening National Human Rights institutions and countries' participation in the United Nation's Universal Periodic Process; improving judicial and legal reform and access to justice; enhancing public administration for good governance, and the prevention and elimination of corruption. Through its Office of Civil and Criminal Justice Reform, the directorate assists member countries by developing effective legal frameworks to increase efficiency in justice delivery and to increase clarity, certainty and predictability of business transactions and investment incentives. It also develops toolkits, guides and handbooks for law reform for sustainable development.

To build consensus among Commonwealth countries on common topical issues, global challenges and cooperation, GPD is responsible for convening biennial Commonwealth Heads of Government Meetings (CHOGM), the annual meeting of Commonwealth Foreign Affairs Ministers (CFAMM), meetings of the Commonwealth Ministerial Action Group (CMAG) and the Commonwealth Law Ministers and Senior Officials Meetings (CLMM) and the Commonwealth Public Service Ministers Forum.

### Job summary

The Adviser in the Senior Director's office should be an experienced professional with a postgraduate degree. Additionally, the post-holder should have strong experience in legal processes, management and academia. The candidate will report to the Senior Director, GPD.

The post-holder will support the substantive and administrative duties of the Senior Director and have a direct oversight on the coordination of the rotation of Young Professionals, who will report to designated Heads.



The post-holder also assists the Senior Director in the oversight and coordination of outputs, functions and schedules of sectional, cross-sectional or interdivisional projects and programmes. In this regard, the post-holder keeps in regular contact with Heads in the Directorate to assist and foster efficiency and relevance in delivery.

The post-holder also assists with sensitive and confidential matters and liaises at all levels as instructed by the Senior Director. S/he should also have an in-depth knowledge of law and administration.

### **Duties**

1. Support the substantive and administrative duties of the Senior Director;
2. Carry out research and co-ordinate information from internal and external sources to provide input to papers and briefing documents and create non-standard documents, charts, tables and presentations;
3. Advise the Senior Director in monitoring and analysing staff performance, administration systems and financial oversight to ensure that the output, goals and targets of the division are met;
4. Provide timely briefing information and advice for the Senior Director in preparation for meetings both within the Secretariat and with external bodies, taking the initiative to progress activities and actions as far as possible in advance;
5. Direct coordination of the rotation of Young Professionals, who report to their designated heads;
6. Oversight and coordination of outputs, functions and schedules of sectional, cross-sectional or interdivisional projects and programmes;
7. Review Project Design Documents (PDDs) for the Directorate and provide recommendations for approval to Senior Director.
8. Provide technical support and expertise to teams with Extra Budgetary Resources (EBRs);
9. Enhance cooperation and communication between divisions and sectional heads to foster efficient, relevant and timely delivery;
10. Coordination, oversight and support of the research and publishing function of the division;
11. Oversee the monitoring and evaluation of projects and assess delivery of results against planned outcomes and available/budgeted finances.

### **Person specification**

#### **Education:**

- A Degree in law or political science.
- A master's degree in law, management or a related subject.

**Experience:**

- Evidence of successfully coordinating and delivering outputs from multiple projects;
- Evidence of good writing skills with in-depth analytical capacity;
- Evidence of ability to carry out in-depth research;
- At least ten years of relevant experience in a highly demanding environment.

**Desirable:**

- Evidence of publications either books or peer-reviewed journals;
- Membership of a professional administrative body;
- Impeccable English writing skills;
- Lateral thinking and love for innovation.

**Competencies:**

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| <b>Respect for Diversity</b>   |
| <p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p> <p>Identifies biases in systems &amp; processes</p>  |
| <b>Working with Others</b>   |
| <p>Regularly shares information of value with colleagues</p> <p>Shows commitment to delivering on key agreements made to colleagues</p> <p>Makes an effort to view a situation from the other party's perspective as well</p> <p>Demonstrates awareness and sensitivity to colleagues' pressures</p> <p>Utilises networks to ensure similar goals are achieved collaboratively</p> <p>Develops long term relationships across cultures and/or geographical boundaries</p> <p>Uses relationships to identify the best people to help in the completion of tasks</p> <p>Tactfully deals with difficult people to gain buy-in and manage their expectations</p> |
| <b>Developing &amp; Applying Expertise</b>   |
| <p>Takes advantage of opportunities to develop an area of expertise</p> <p>Takes learning from previous experience and applies them appropriately</p> <p>Demonstrates willingness to learn new skills and/or approaches</p>  |



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### **Adapting & Innovating**

Recognises opportunities for improvement and proposes change with impact and effect

Helps others evaluate and strengthen ideas

Quickly grasps new concepts and how to apply them

Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia

Will effectively reorganise activities when faced with changing contexts and demands

Welcomes and adapts to new ideas and/or approaches

Adapts personal style to meet the needs of others

### **Accountability**

Takes ownership of assigned tasks, honours deadlines.

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

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs