



JOB AND PERSON SPECIFICATION

Job Title: Peace and Development Officer, Good Offices for Peace

Division: Governance and Peace Directorate

Grade: H

Reports To: Adviser and Head, Good Offices for Peace

Background

The Good Offices for Peace Section resides within the Secretariat's Governance and Peace Directorate. The objective of the Commonwealth's Good Offices for Peace programme is to contribute to the prevention and resolution of conflicts/tensions and to assist members to adhere to the Commonwealth's fundamental values and principles.

The Commonwealth has a proud history of taking action to promote and protect democratic principles, and to strengthen institutions. The mandates of the 2018 Commonwealth Heads of Government Meeting (CHOGM) 2018 provides a clarion call to strengthen the impact and capacity of the Secretary-General's Good Offices and renew the Commonwealth's commitment to its fundamental values and principles, namely - human rights, good governance, democracy and the rule of law, which provides a solid foundation for sustainable peace and development.

In recent years, the use of the good offices role of the Commonwealth Secretary-General has been a particularly important and productive aspect of the Commonwealth's work. The challenges to peace and security today are global with profound implications for sustainable development and a strong and strengthening the capacity for the Secretary-General's good offices to have greater impact has never been more important to renewing the Commonwealth.

Job summary

Working directly under the supervision of the Head of Good Offices for Peace, it is expected that the postholder will strengthen the capacity of Commonwealth Secretariat's Good Offices efforts to understand intersectional conflict dynamics across the Commonwealth that affect peace and development prospects, and to support member states in leading appropriate responses and preventive initiatives. The postholder will provide ongoing support and analysis, and offer strategic and technical leadership to the design and implementation of conflict prevention activities as well as conflict-sensitive development programming, more broadly. In doing so, the postholder will liaise with relevant internal stakeholders already working on these issues, in line with the principles of integrated, intersectional and conflict sensitive programming.

Task description

1. The staff member will provide operational support to the Secretary General's Good Offices for Peace role by:

- Developing and implementing Commonwealth Good Offices programmes in the context of inclusive and integrated peace building, conflict prevention and good collaborative governance;
- Assist with the development and drafting of new intersectional programming documentation and tools in the areas of peacebuilding, and consult with stakeholders on possible approaches;
- Mainstream peacebuilding and conflict prevention/resolution activities into other development programming;
- Supporting the good offices engagements of the Secretary-General, Special Envoy and technical experts, including with planning and organisational and administrative arrangements; And developing industry best practice tools informed by consultation with other multilateral and relevant institutions.
- Participating in Good Offices related field assignments as necessary and assigned;
- Assisting in formulating, coordinating and evaluating conflict prevention/peace building support strategies and provide timely progress reports.

2. Support the implementation of a multi-disciplinary conflict prevention strategy within the Commonwealth Secretariat by:

- Assisting in identifying opportunities for conflict prevention, including by using information contained in Back-to-Office Reports and Commonwealth Electoral Observer Reports;
- Assisting in convening thematic dialogues and organising and supporting Country Review/Task Force meetings by identifying and contacting suitable participants; preparing agenda and background notes; consulting internal and external experts and preparing discussion papers for meetings; providing note taking support during the meeting; drafting outcome documents; and providing timely distribution of the outcome documents to all relevant partners;
- Ensuring there is timely follow-up when strategic entry points are created through convened dialogues, meetings and collaborative capacity building outreach and advocacy activities;
- Assisting in developing cross-divisional development of options for good offices and preventive engagements (country engagement strategies) and presents possible conclusions and recommendations to the Section Head for consideration.

3. Supports building Strategic Partnerships and Resource Mobilisation for Commonwealth Good Offices by:

- Assisting in developing a strategy to identify and strengthen Good Offices partnerships and resource mobilisation in prevention and peace-building work including with specific member states, international organisations and NGOs and donor agencies.
- Supporting the building of partnerships with other international actors to enable the Commonwealth to share its knowledge, understanding and expertise to influence international conflict prevention/peacebuilding strategies and actions in Commonwealth countries, as well as to learn from such partners.

4. Support building institutional knowledge and capacity for conflict prevention and resolution and post conflict peacebuilding by:

- Developing a conflict prevention training strategy that addresses the substance and process of good offices to enhance the capacity of ComSec staff to conduct dialogue, facilitate discussions and manage intra-state conflict issues peacefully and effectively; And, assist in the production of emanating toolkits.
- Organising knowledge building sessions (with internal and external experts) to promote knowledge sharing and innovation in good offices strategies by identifying and contacting suitable participants, identifying suitable speakers, preparing discussion papers, providing note taking support and drafting outcome documents and toolkits.

5. Raise awareness regarding the Commonwealth and its Good Offices role by:

- Building the capacity of the Section to function as a hub for information on ComSec good offices and conflict prevention activities for internal and external audiences; and
- Drafting articles, organising events and conferences about ComSec's Good Offices efforts.

6. Support Head of Section in the administrative requirements of managing the Good Offices programme implementation by:

- Preparing programme work plans and reporting on budgetary issues;
- Drafting terms of references for consultants; monitoring progress reports and ensuring delivery is aligned to expected output and that deliverables represent value for money;
- Assisting in the logistics and administrative issues of supporting good offices.

Person specification

Essential:

- A degree in a relevant subject such as political science, law or international relations.
- A post graduate degree in a relevant field.
- Specialised training in conflict management, negotiation and mediation.
- Strong research skills with relevant evidence of published work.
- Evidence of strong project management experience.
- A minimum of five years' experience in a competitive and demanding environment with relevant field experience.

Desirable:

Appropriate experience with government service, international organisations, academia, or conflict resolution oriented work.

Experience

Applicants should be able to demonstrate:

- Sound knowledge of and exposure to a wide range of conflict prevention, post-conflict, peace-building, good governance, human rights and development-related issues;
- Communicate effectively, orally and in writing, with staff at all levels of matrixed organisations and with government officials, civil society, the diplomatic corps, and development partners;
- Demonstrate sensitivity, tact and diplomacy;
- Is culturally sensitive and demonstrates appreciation for different cultures and practices;
- Strong research skills;
- Write clearly with evidence of “publishable” quality work in the form of studies, reports, analysis, project proposals/documents;
- Able to present to high-level audiences clearly and with authority;
- Demonstrates strong coordination and facilitation skills;
- Solid knowledge in project management and results-based management;
- Self-motivated and able to recommend options for resolution of issues.

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

Planning and Analysis

Breaks long term plans into clear milestones

Builds in contingencies for potential obstacles

Takes corrective action if activities are off track

Uses past experience to inform future planning

Quickly and accurately identifies subtle themes and relevant issues in complex information

Developing and Applying Professional Expertise

Applies specialist knowledge to achieve anticipated results

Proactively identifies how to develop specialist knowledge

Presents self as credible to both internal and external contacts

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

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