



The Commonwealth

JOB AND TASK DESCRIPTION

Job Title: Adviser and Head, Commonwealth Connectivity Agenda Section

Directorate: Trade, Oceans and Natural Resources Directorate

Grade: E

Reports To: Senior Director, Trade, Oceans and Natural Resources Directorate

General Information

The Trade, Oceans and Natural Resources Directorate (TONRD) is one of the three Directorates of the Commonwealth Secretariat. The Directorate brings together work in Trade Policy, Competitiveness, Hub and Spokes/TradeLink and Oceans and Natural Resources. TONRD is responsible for delivering on two strategic outcomes:

- Effective policy mechanisms for increased trade, increased access to trade, employment and business growth and;
- Sustainable development of marine, other natural resources, including blue economies.

A significant part of the Directorate's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise.

Commonwealth Connectivity Agenda

At the 2018 Commonwealth Heads of Government Meeting, the Commonwealth adopted the Declaration on the Commonwealth Connectivity Agenda for Trade and Investment (CCA). The CCA is a major new member-state led initiative to grow intra-Commonwealth trade and investment to US\$2 Trillion by 2030 and promote expanded investment with the goal of supporting global growth, creating employment, and knowledge exchange among Commonwealth members.

The CCA focusses on 6 clusters of work; physical connectivity to reduce physical barriers to trade; digital connectivity to enable all members to take advantage of the opportunities presented by digital transformation; regulatory connectivity to reduce regulatory barriers to trade; business to business connectivity to ensure the views of businesses are captured; supply side connectivity to encourage the participation of all members in global value chains and inclusive and sustainable trade addressing women's economic empowerment and youth unemployment as a cross-cutting issue.

The Connectivity Agenda Section has been established to implement the CCA. The Section will be responsible for implementing the CCA by developing the Commonwealth Connectivity Action Plan as mandated by Heads, operationalizing the structures to implement the CCA, and supporting the activities under the Connectivity Agenda.

Job Summary

Reporting to the Senior Director of TONR, the Head of CCA, operating within the framework of the Commonwealth Secretariat's Strategic Plan, and the Directorate's delivery plan and priorities, leads the work and manages the team on CCA.

The Head manages the CCA Section ensuring that the mandate by Heads on the Connectivity Agenda is delivered.

The Head of CCA will be responsible for operationalizing the mandate, obtaining buy-in from key government stakeholders across the Commonwealth, delivering the Trade Ministers Meeting and ensuring that the Commonwealth forges a niche in a crowded global trade and investment landscape.

The Head is also required to collaborate closely with other HOS in the Directorate and across the Secretariat, in the implementation of the CCA.

Task Description

The post-holder will undertake the following:

- Leads in defining the overall strategic direction of the Section, including setting the operational framework and focus for the achievement of strategic outcomes and results envisaged under the Connectivity Agenda;
- Develops and executes strategies to implement the directives of member countries;
- Services the bodies set up under the Connectivity Agenda;
- Works with the cluster leads to ensure that clusters remain outcome-focussed;
- Manages the Commonwealth Connectivity Agenda Section, ensuring that it delivers the objectives set by members;
- Liaises with senior trade officials from across the Commonwealth members to ensure that the Commonwealth Connectivity Agenda remains relevant to their national objectives;
- Co-ordinates the CCA-related elements of the Commonwealth Trade Ministers Meeting, the Senior Trade Officials Meeting and related meetings;
- Provides strategic oversight of the Connectivity Agenda, including ensuring compliance with the associated reporting requirements;
- Provides intellectual leadership and guidance on trade and investment issues related to the Connectivity Agenda;



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- Devises and operationalizes the bodies responsible for taking forward activities under the Connectivity Agenda;
- Strengthens and build partnerships with key institutions to promote achievement of the goals of the Connectivity Agenda;
- Works closely across other business units in the Commonwealth Secretariat to enhance synergies and build linkages with the Connectivity Agenda;
- Advocates and systematically communicates to key audiences in advancing the work and results of the Commonwealth Connectivity Agenda;
- Prepares and, or as required, contributes to the preparation and delivery of written reports, papers and briefings and make oral presentations.

Team Management

- Takes the lead and serves as a role model in integrating mainstreamed issues (Gender and Youth) into the work of the Section;
- Holds Section staff accountable for delivering the agreed work programme through the cost effective use of financial and human resources;
- Supervises professional and support staff, creating an atmosphere of learning and innovation.

General

- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Performs other duties as may be required from time to time.

Person specification

Education:

Essential

- A post-graduate degree with a specialization in international trade or other relevant discipline.

Work Experience:

Essential

- At least ten years' international, direct experience developing, negotiating and implementing trade and/or investment frameworks;
- International and national level public sector experience implementing multi-country connectivity frameworks gained in developed and developing countries;
- Experience in trade-related international development assistance work; and
- Experience managing staff and resources.

Desirable

- Experience in servicing intergovernmental meetings

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.

Examines own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated.

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 and 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.

Able to interpret incomplete and/or ambiguous information.

Effectively analyses and assesses new or uncertain critical situations.

Adapting and 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 and 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 and 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.

Provides top-level professional advice in strategic issues at management committee, board of governor & EXCO level. Leads on strategic issues.