



JOB AND TASK DESCRIPTION

Job Title: Adviser and Head, Electoral Support 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 her with 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).

Job Summary

Reporting to the Senior Director GPD, the Adviser and Head of the Electoral Support Section will lead the directorate's work programme to promote democratic values, practices and institutions in the Commonwealth. The job combines requirements for sound political judgement and sensitivity, effective management skills, organisational ability and the requirement to travel overseas as well, sometimes in challenging circumstances.

Task description

The post-holder shall:

Implement the Directorate's democracy programmes by:

- monitoring and analysing the political developments relating to the promotion of democratic values, practices and institutions in the Commonwealth;
- supervising the planning for, execution of and follow-up to Commonwealth election observer missions;
- oversight of the operations of the Commonwealth Electoral Network;
- organisation of national democracy workshops when warranted;
- responding to requests for short-term democracy experts;
- preparing speeches, policy papers and briefing materials for the Secretary-General and other senior Secretariat officials on the strengthening of democracy in the Commonwealth, both for bilateral consultations as well as in the context of regional and international meetings, and to co-ordinate and integrate the contribution of other divisions into these documents;
- supporting the Secretary-General's good offices role, including personal involvement in mediation and good offices as required;
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Perform any other duties that may be required from time to time

Co-ordinate the Commonwealth Secretariat's broader activities in the promotion and observation of free and fair elections and the wider advancement of democracy by:

- advising and supporting the Secretary-General and other senior Secretariat officials and to develop proposals for the future development of the Commonwealth Secretariat's work to promote democracy;
- supporting relevant Commonwealth meetings organised by PAD, including those of Heads of Government, Foreign Ministers and the Commonwealth Ministerial Action Group;
- supporting meetings of the Secretary-General and other senior officials with heads of government, ministers and high level officials from Commonwealth countries, and following up decisions taken;

Manage the Democracy Section by:

- undertaking duties such as planning, budgeting, performance reporting and evaluation;
- dealing with human resource and establishment matters;

Represent the Secretariat externally by:

- participating in meetings of intergovernmental and non-governmental organisations active in the field of promoting democracy, as well as seminars, colloquia and workshops as required, to promote the Commonwealth;
- carrying out public speaking engagements when required;

Person specification

Education A post graduate degree or other advanced, post graduate qualification in a relevant subject, such as political science or international relations

Experience Ten years' experience in the promotion of democracy and democratic assistance.

Desirable: Experience in an international context in managing and leading a diverse team involved in election management and/or observation.

Competencies:

Respect for Diversity
<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>Challenges others to rectify biases in behaviour, systems & process</p>
Communication
<p>Mentors a number of employees at a senior level</p> <p>Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it</p> <p>Directs the energy of the organisation towards a common goal</p> <p>Provides an example to others by demonstrating moral courage in the face of challenging circumstances</p>
Planning & Analysis
<p>Effectively assesses and advises on major programmes/activities at a divisional level</p> <p>Balances focus in order to deliver both Commonwealth Secretariat and member states' goals</p> <p>Ability to interpret incomplete and/or ambiguous information</p> <p>Effectively analyses and assesses new or uncertain critical situations</p>



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.