



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Programmes Officer (M&E)

Division: Economic, Social and Sustainable Development Division

Job Grade: Y (Young Professionals Programme)

Reports to: Operations Officer

Location: London, UK

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association's 52 member governments in advancing democracy, development and respect for diversity.

Young People in the Commonwealth

More than 60% of the population of the Commonwealth is aged under 30 years, and the wellbeing and development of these 1.2 billion children and young people are essential to the success of the Commonwealth and its 52 member states. The Commonwealth sees young people (aged 15-29 years) as assets to their societies, with a proven capability to contribute to and lead change. It is vital to ensure that they are developed and empowered to realise their individual potential, and to contribute to their countries' development and the success of the Commonwealth.

Accordingly, the Commonwealth Secretariat reserves a number of positions for Young Professionals.

Commonwealth Youth Programme

The Commonwealth Secretariat delivers the Commonwealth Youth Programme (CYP), working with Commonwealth member governments, youth leaders and youth work professionals to develop and implement policy and programmes for the empowerment of young people. The CYP focuses on areas of major political, economic and social importance to young people, based on mandates received from Commonwealth Heads of Government Meetings and the Commonwealth Secretariat Strategic Plan. This includes a focus on Sport for Development and Peace.

The CYP aims to support member governments, youth leaders and youth professionals to create optimal enabling environments for young people to participate as equal partners in development and democracy. The CYP also facilitates and supports representative youth leaders to build national, regional and pan-Commonwealth networks, drive youth-led action, and have a voice in decision making. As well as stand-alone initiatives, The CYP includes collaboration with other Commonwealth Secretariat Divisions to integrate a youth perspective across all key facets of the Commonwealth (eg economic, political, human rights).

Job Summary

Reporting to the Operations Officer, the Assistant Programmes Officer (Monitoring and Evaluation) is responsible for providing technical and administrative support, in particular with respect to monitoring and evaluation (M&E) and reporting, to the work of the three CYP Sections: Youth Programmes, Youth Policy & Research, and Sport for Development and Peace (SDP).

Key Accountabilities

1. Contributes to CYP strategic direction and operational planning, especially with respect to project management and M&E, and thereby the Commonwealth Secretariat 4-year Strategic Plan.
2. Supports the effective development and implementation of CYP projects and programmes by:
 - Providing technical input to the design and delivery of CYP projects and programmes, specifically assisting in:
 - Planning, including development of concept notes, delivery strategies, budgets and M&E plans;
 - Monitoring delivery and effectiveness of delivery of projects and programmes, and recycling learnings back to staff for improved practice.
 - Reporting on results, internally and to external stakeholders and donors.
 - Liaising regularly with member governments to seek feedback on CYP support.
 - Providing technical input to key technical assistance projects related to M&E frameworks for member governments.
 - Contributing to timely and accurate research on youth programme design, development and impact, and examples of best-fit practice.

Current CYP programming includes convening of major high level meetings; delivery of various consultation meetings and capacity building workshops and events; development and support of youth networks and platforms; and development and publication of thought leadership materials.

3. Supports the three Sections of the CYP team by:
 - Providing administrative support, including correspondence, procurement and payments.
 - Supporting the coordination of meetings, groups, networks, communities and on-line content, and providing administrative support to programme activity such as events, meetings and workshops.
 - Contributing to the development of papers, speeches, presentations and talking points for senior staff.
 - Representing CYP in forums and meetings as delegated by CYP Senior Management.
4. Carries out any other appropriate duties as required for the efficient operation of the organisation in a continually evolving environment.
5. Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.

The Assistant Programmes Officer (M&E) role is for a two-year term, as a Commonwealth Young Professional. The position may involve some international travel.

Person Specification

This position is reserved for Young Professionals, so, to be considered, candidates must be 27 years or younger at the date of close of applications.

Candidates must also be a citizen of a Commonwealth country.

Education

- A strong bachelor degree or equivalent, with a significant M&E and project management component, in a relevant discipline such public administration, public policy, international development or the broad social sciences and other related disciplines.
- Certification in Project Management methodologies (eg Prince2) is highly desirable.
- A relevant Masters level qualification is highly desirable.

Experience - Essential

- At least one year of demonstrated work experience in project management and monitoring and evaluation, including report writing. The work experience may be gained through a combination of paid employment, volunteer, placement or internship positions.
- Strong and demonstrated knowledge and application of M&E methodologies / practices.
- Demonstrated experience in developing and managing strong relationships with a wide variety of stakeholders.

Experience - Desirable

- Experience in contemporary youth development practice, or leadership level involvement in a youth-led social change initiative or representative youth organisation.
- Working in a developing country.
- Working in a Government, intergovernmental or international NGO organisation.

Skills

- High personal standards of excellence.
- Demonstrated commitment to Commonwealth values.
- Excellent:
 - Verbal and written communication skills in English.
 - Interpersonal skills.
 - Creative thinking and solution building abilities.
 - Strategic thinking and operational planning capabilities.
 - Analysis and synthesis skills
 - Administrative and organisational abilities, including an eye for detail.
- Report writing skills, and proven ability to adhere to required timeframes and standards.
- Numerically literate & technologically savvy.
- Ability to work autonomously and in teams, and in a multi-cultural work environment.
- Demonstrated drive and initiative, a self-starter with a can-do attitude.

Competencies

Working with Others

Regularly shares information of value with colleagues
Shows commitment to delivering on key agreements made to colleagues
Makes an effort to view a situation from the other party's perspective as well
Demonstrates awareness and sensitivity to colleagues' pressures
Develops a wide network, including senior level contacts to facilitate activities and further own knowledge
Develops long term relationships across cultures and/or geographical boundaries
Uses relationships to identify the best people to help in the completion of tasks
Tactfully deals with difficult people to gain buy-in and manage their expectations

Communication

Interacts and communicates effectively with internal/external contacts
Ensures information is communicated to all the appropriate people
Provides feedback to more senior colleagues effectively, providing justification where necessary
Uses the correct method of communication, depending on the message and the audience
Anticipates objections in dialogues and prepares convincing responses
Writes reports and papers that are succinct accounts of key information

Developing & Applying Professional Expertise

Proactively identifies how to develop specialist knowledge
Takes learning from previous experience and applies it appropriately
Demonstrates willingness to learn new skills and/or approaches

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
Identifies biases in systems & processes

Adhering to Principles and Values

Adapts professional style to suit different situations with different individuals where appropriate
Takes ownership of assigned tasks, honours deadlines
Ensures timely delivery of outputs within defined cost and quality standard parameters

Adapting and Innovating

Recognises opportunities for improvement and proposes change with impact and effect

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Quickly grasps new concepts and how to apply them

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

Will effectively reorganise activities when faced with changing contexts and demands

Promotes new ideas that are picked up by senior colleagues

Adapts personal style to meet the needs of others