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**JOB DESCRIPTION AND PERSON SPECIFICATION**

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**Job Title:** Project Manager CCEM (temporary 12 months)

**Directorate:** Economic, Social and Sustainable Development

**Grade:** J

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**Reports To:** Education Adviser

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### **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 advancing democracy, development and respect for diversity.

The Economic, Social and Sustainable Development Directorate has four sections including the Social Policy Development Section, which comprises of Education, Youth and Health. A central aim of this Section is to assist Commonwealth countries in achieving the Agenda 2030 Sustainable Development Goals. The programme of activities involves a multisector approach to promote building safe and resilient societies as a direct contribution to equitable growth and sustainable development. Member governments will be provided with advice on education, health, youth and gender policy development as well as provision of model strategies, tools and frameworks.

The Social Policy Development Section is also responsible for organising and servicing the triennial conference of ministers of Education, as well as annual meetings of ministers of Health and Ministers of Youth and Sports.

The Education team as part of the Social Development Section is meant to support member states through policy analysis and development, regulatory frameworks and systems for strengthening of policies and bridging gaps between policy formulation and implementation. The work approach is anchored on in-depth research, social policy analysis, documentation of Commonwealth good practices and models in the education sector.

A core and critical function of the Education team is to organise and support the triennial Conference of Commonwealth Education Ministers (CCEMs). The CCEMs enables Commonwealth education ministers to discuss key education issues in the Commonwealth in relation to a specified theme, and to identify areas for action for the next three years, it also enables ministers to discuss pertinent issues and share knowledge and good practices in the education sector.

The 21CCEM is planned to take place in 2022 under the theme 'Rethinking Education for Innovation, Work and Sustainability: Learning for Life'. The 21CCEM will include Senior Officials meeting, Education Ministers meeting and several parallel forums to be held alongside the Ministerial meeting including students', teachers', higher education leaders' and civil society stakeholders' forums.

The Commonwealth Secretariat's Education team has responsibility to deliver the 21CCEM working closely with the host government.

### **Job Summary**

This temporary role has been created to support the operational delivery of the 21<sup>st</sup> Conference of Commonwealth Education Ministers (CCEM). The CCEM is a triennial meeting of Education Ministers which is the main forum for identifying issues and priorities across the Commonwealth, and harmonising national plans with international goals. The project manager is to lead, coordinate and assist with the delivery of the Conference and associated forums and meetings.

This assignment will be over the period 30 July 2021 to 30 June 2022.

### **Task Description**

The post holder will:

1. Assist the Commonwealth Secretariat and the government of Kenya in the delivery of the 21<sup>st</sup> Commonwealth Conference of Education Ministers (21CCEM) by organizing and planning the programme, supporting the Education Adviser and the host government. The Project Manager, reporting to the Education Adviser will:
  - a) maintain liaison with the host government, particularly through regular and effective communication; and
  - b) lead in coordination with representatives of the stakeholder groups: students', teachers', higher education leaders', and civil society organisations for a successful delivery of the parallel forums.
2. Support logistical arrangements, in collaboration with the Conference Officer, such as liaising internally on operational aspects and also externally with conference partners and delegates so as to ensure appropriate logistics are in place for the 21CCEM. The post holder will also ensure that arrangements are timeously communicated with the 21CCEM Planning Committee and the Education team.
3. Assist with conference documentation, by supporting the 21CCEM Conference Secretary, and other members of the Conference Unit in the preparation and dissemination of the appropriate conference documentation, including those related to the parallel forums.
4. Provide support in communicating and engaging with member countries as well as speakers and presenters. Also, following up with member states and partners to ensure maximum attendance and registration of the delegates for the 21CCEM meeting.
5. Making sure requests and advice from member countries, Conference Secretary, host government, speakers/presenters are effectively followed.

6. Manage sponsor, exhibitor, speaker and partner relationships to enhance the profile of the 21CCEM.
7. Plan, monitor and report on budget and status for each conference stream/key activity.
8. Assist in the development of the 21CCEM agenda and that of the parallel forums, working closely with the representatives of the four stakeholder's groups, and ensure that it is aligned to the 21CCEM Programme and Agenda. Tasks will also include assisting in the:
  - a) recruitment of relevant speakers;
  - b) briefing and management of speakers;
  - c) collaborating with sister organisations and key partners such as the Commonwealth Foundation, the Commonwealth of Learning and the Association of Commonwealth Universities;
  - d) securing of sponsorships using Commonwealth networks;
9. Assist with:
  - a) the promotion and publicity of the 21CCEM including that of the parallel forums to ensure appropriate attendance from member governments;
  - b) briefing of High Commissioners and relevant Commonwealth Associations ahead of the 21CCEM.
10. Manage and coordinate the conference agenda and programme, developing and liaising with the committees and stakeholders, ensuring that the conference agenda and programme are developed in a timely manner in line with the objectives defined by the conference organizers.

Tasks will include assisting in the:

  - e) recruitment of relevant speakers;
  - f) briefing and management of speakers;
  - g) review of technical papers;
  - h) collaborating with sister organisations such as Commonwealth Foundation and Commonwealth of Learning and key partners;
  - i) securing of sponsorships using Commonwealth networks;
  - j) agreement of suitable Commonwealth content; and
  - k) appropriate quality engagement within and with other fora.
11. Develop, monitor, present and evaluate the conference programme related budgets.
12. Working closely with the conference logistics team on information technology, audio-visual equipment, etc.
13. Oversee the onsite roll-out of the programmatic content for each session. Perform any additional tasks requested by the Conference Secretary.
14. Assist with:
  - c) the promotion and publicity of the 21CCEM to ensure appropriate attendance from member governments;
  - d) briefing of High Commissioners and relevant Commonwealth Associations ahead of the Partners' Forums for the 21CCEM.

15. Ensure effective coordination with all stakeholders' groups on logistical and programmatic issues, participating in 21CCEM Coordination Committee Meetings and convening Stakeholders planning committee meetings.
16. Assist with pre and post-21CCEM duties including debriefs and report writing; and any other relevant matters pertaining to the successful delivery of the 21CCEM and the parallel forums.
17. Coordinate editorial, prepress and production processes for print and publications for 21CCEM, including reprints and assess time, costs and resources needed for prints and publications.
18. Assist Conference Secretary and Deputy-Secretary in managing risks and resolving issues.
19. Oversee procurement processes, including negotiation and establishment of contracts.
20. Provide administrative and technical support to the Education adviser in respect of 21CCEM.

The Project Manager may be required to undertake at least one mission to the host country in preparation of 21CCEM.

**Delivery of the assignment:**

The Project Manager will submit the identified deliverables as listed including a detailed report at the end of the assignment on all of the outputs. Specifically,

- A draft 21CCEM and parallel forums programmes and timelines;
- A first progress report, on the final 21CCEM and parallel forums programmes including confirmed speakers;
- A second progress report at an agreed time after approval of the work plan;
- A third and final report on the 21CCEM and parallel forums, following the completion of the 21CCEM.

## Person Specification

### Education:

Post graduate degree or equivalent in a relevant discipline, such as economics, development studies or social science. Project management certification is desirable.

### Experience:

- At least five years of demonstrated work experience in education sector projects and/or programmes as well as in education/social sector high level conference organisation and management (high-profile event).

Desirable - experience working in/with Government, intergovernmental or international NGO organisations in developing countries.

### 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;
- 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.

Desirable - A sound understanding of project design, including project budgeting and forecasting, the use of tools such as Project Cycle Management (including the Logical Framework) and Results-Based Management (RBM).

In addition, all staff appointed to the Secretariat are expected to meet the core requirement of working effectively and sensitively in a multicultural environment.

### 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.

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

### **Working with Others**

Manages conflict and works towards mutual solutions.

Identifies organisations with which to partner for specific solutions.

Encourages others and provides them with the autonomy to pursue relationships.

Uses personal influence to establish compromise and agreement when faced with conflict.

Demonstrates balance between directness and diplomacy in negotiations.

Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims.

Encourages and supports others in demonstrating cultural awareness when working with others.

### **Managing Resources**

Manages programme and cross team activities against specific objectives/results.

Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia.

Identifies the best method and resources when high level course of action has been identified.

Analyses available resources and what activity they will enable.

Takes responsibility for multi team/programme activities.

Manages diverse motivations of a range of groups in large scale programmes.

### **Decision Making**

Determines what can be realistically achieved when deciding on strategic solutions.

Is proactive and responsive in making decisions on complex, technical issues based on appropriate information.

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.

Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

## **Leadership & Development**

Reinforces vision throughout organisation e.g. by acting accordingly inter alia.

Identifies and develops leadership skills in others.

Empowers others to take control of their own development and progression.

Offers sound guidance and direction on complex and critical issues.

Maximises the potential of others e.g. by creating suitable opportunities for development inter alia.