## JOB AND TASK DESCRIPTION

**Job Title:** Senior Director  
**Division:** SPPD, Secretary-General's Office  
**Grade:** C2

**Reports To:** Secretary-General

### 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 Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

The Strategy, Portfolio, Partnerships and Digital (SPPD) Division, supports the Secretary-General in devising strategies, policies and innovative institutional mechanisms and practices to implement the Secretariat’s programme of work as mandated by member governments.

It puts together the Strategic and Delivery Plans, and ensures programme quality and coherence through monitoring, evaluation, learning and organisational reporting. It also leads on developing international and Commonwealth partnerships and assists in mobilising resources. Furthermore, it is the custodian of the Secretariat’s ICT and Innovation agenda.

The Senior Director is also responsible for matters related to the Governing Boards. In that capacity, they are responsible for the Secretariat’s relationship with member states and provides oversight of the Secretariat to the Governing Bodies of the Commonwealth (Board of Governors, Executive Committee, Accreditation Committee and other ad-hoc Working Groups), and supports higher level governance mechanisms such as Commonwealth Heads of Government Meeting (CHOGM) and ministerial meetings.

### Job Summary

The Senior Director SPPD will provide vision, leadership, and guidance to the Division and the Secretariat. Reporting to the Secretary-General, they will be a member of the Senior Management Committee, playing a leading role in shaping Secretariat strategies and policies, as well as those of the Division.

As the leader of the Division, the Senior Director will manage a diverse team of highly experienced professionals and support staff who deliver specialised knowledge and interventions in their respective fields of specialisation.
a. **Senior Leadership of the Secretariat:**

- Deputise for SG and DSG when required and contributes as a key member of the Senior Management Committee (SMC), which is highest level of decision-making in the Secretariat on policy, coordination and strategic matters.

- Contributes substantively to the development of Secretariat strategies and policies; provides strategic advice to the Secretary-General, and leads on strategic initiatives.

b. **Senior Management of the Strategy, Portfolio, Partnerships and Digital (SPPD) Division:**

- Manage all aspects of portfolio management, Evaluation and Learning, Partnerships and Innovation, and the ICT and Digital Service

- Provide policy and intellectual leadership for the work of the Commonwealth Secretariat in areas of divisional priority;

- Identify, undertake, and pioneer analytical work in the division’s areas of responsibility with an aim to advocate through key global, regional, and Pan-Commonwealth platforms;

- Lead in devising strategies, policies and innovative institutional mechanisms and practices to implement the Secretariat’s programme of work as mandated by member governments.

- Lead the development of Strategic and Delivery Plans to programme quality and coherence through monitoring, evaluation, learning and organisational reporting.

- Lead in promoting the adoption of change from lessons learnt arising from the Divisions’ monitoring and evaluation work, and facilitates self-evaluation by Divisions.

- Lead the development of international and Commonwealth partnerships and assist in mobilising resources.

- Lead and manage Directorate staff, ensuring a transparent environment in which they can achieve professional and personal goals and contribute effectively to the team and Secretariat objectives;

- Deliver strategic outcomes and results consistent with the division’s mandate as defined in the Commonwealth Secretariat Strategic Plan;

- Ensure sound financial management by managing the Directorate’s resources to deliver to time, budget, and agreed quality in keeping with Secretariat policies and procedures;

- Oversee the work and staff of ICT services including relevant policies and digital transformation.

c. **Management of the Secretariat of Governing boards**

- Provides oversight of matters related to the governing boards of the Commonwealth Secretariat as well as support to CHOGM, Ministerial meetings as well as other high level governance mechanisms.
• Lead and manage the Secretariat’s relationship with member states and functions by ensuring the provision of an effective Secretariat to the Governing Bodies of the Commonwealth (including Board of Governors, Executive Committee, Ministerial Meetings, CHOGM, Accreditation Committee).

• Support the Secretary-General and Chairs in developing and drafting agenda for meetings, papers, briefing notes, summary decisions, smooth running of meetings, as well as follow-up and reporting on governance matters.

• Perform any other duties that may be required from time to time.

• Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat’s Gender Equality Policy.

**Person Specification**

**Education**

A post-graduate degree in Business Administration, International Relations, Policy Studies, Strategy or Management. PhD in a relevant discipline preferred.

**Experience and Skills**

1. Clear evidence of at least 15 years of leading in a substantive senior executive role, in a similar multilateral organisation or government role with results delivered in areas of work relevant to this role.

2. Experience in management and leadership roles and evidence of being accustomed to working and succeeding in complex political and governmental settings.

3. Ability to provide effective, specialised advice on strategic planning, evaluation and related issues.

4. Substantial people management skills and experience including experience in recruiting and developing high performing and diverse teams, and in managing and supporting change.

5. Ability to think strategically, including experience in planning and offering sound operational and tactical advice where required to achieve strategic goals.

6. Financial management skills and experience including planning and oversight of budgets.

7. Excellent communication skills including public speaking skills that are persuasive and confident in style.

8. Good negotiating skills, with demonstrable experience in navigating successfully between differing demands and stakeholders.

9. Experience in working within different jurisdictions in the Commonwealth.
10. Experience with working with a diverse workforce.

11. Ability to demonstrate the core corporate values and competencies of the organisation, including being able to operate in the pan-Commonwealth multi-cultural setting of the Commonwealth Secretariat.

**Competencies:**

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<th>Respect for Diversity</th>
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<td>Works effectively with people from all backgrounds.</td>
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<td>Treats all people with dignity and respect. Treats men and women equally.</td>
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<td>Shows respect &amp; understanding of diverse points of view and demonstrates understanding in daily work and decision making.</td>
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<td>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</td>
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<td>Creates an environment where respect for diversity is embedded in behaviours, systems &amp; processes.</td>
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<tr>
<th>Communication</th>
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<td>Establishes a culture of constant, consistent, clear and open communication</td>
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<td>Ensures information is communicated to and from the top level and filtered through the appropriate channels</td>
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<td>Communicates effectively with and gains understanding of top level stakeholders e.g. Heads of member states</td>
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<th>Planning &amp; Analysis</th>
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<td>Organises work programme with full cognizance of Board of Governance requirements</td>
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<td>Effectively assesses and advises on major programmes/activities at a divisional level</td>
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<td>Balances focus in order to deliver both Commonwealth Secretariat and member states’ goals</td>
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<td>Ability to interpret incomplete and/or ambiguous information</td>
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<td>Effectively analyses and assesses new or uncertain critical situations</td>
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<th>Decision Making</th>
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<td>Makes informed decisions that are instrumental to the direction and profile of the Commonwealth Secretariat in general</td>
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Is confident of making strategic/critical decisions with limited information in time pressurised situations

Applies advanced judgement in the approval of corrective action for the resolution of organisation wide issues

Creates a culture that values ownership of decisions and leads by example

### Adhering to Principles & Values

Defines Commonwealth Secretariat 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

### Leadership & Development (strategic)

Provide vision and overall strategy for the Commonwealth Secretariat

Creates a vision where the reputation of the Commonwealth Secretariat is upheld and consistently evolving

Communicates the Commonwealth Secretariat’s vision, achievements and impact in a manner that inspires enthusiasm amongst employees, member states, and external parties

Establishes a culture where the creation and capitalisation of opportunities for staff development and fulfilment is promoted and valued

Provide top level professional advice in strategic issues at senior management committee, board of governor & EXCO level. Lead on strategic issues.

October 2021