

JOB AND TASK DESCRIPTION

Job Title: Senior Director

Directorate: Economic, Youth and Sustainable Development

Grade: C2

Reports To: Deputy Secretary-General

The Commonwealth Secretariat seeks to appoint a Senior Director of the Economic, Youth and Sustainable Development (EYSD) Directorate. As a principal economist for the Secretariat, s/he will lead the efforts of the Secretariat in supporting various aspects of sustainable economic development ensuring that the voices of member countries are heard and compelling on the global stage. S/he will work comfortably at the highest levels with government leaders and will be at ease operating within multi-lateral environments. S/he will be an economic development and policy thought leader, a fluent advocate, and committed internationalist and be able to offer outstanding leadership to the EYSD Directorate.

Introduction

The Commonwealth is a voluntary association of 53 independent and equal sovereign states. Its unique strength lies in the combination of its diversity and shared inheritance. Spanning five regions globally, it includes some of the world's largest, smallest, richest, and poorest countries; 31 of its members are small states, many of them island nations. The Commonwealth is home to 2.4 billion citizens, of which 60% are under the age of 30.

Such diverse members of the Commonwealth are bound together by respect for all states and peoples; by shared values and principles; and by concern for the vulnerable. The Commonwealth operates by consensus of the member states, organised through the Commonwealth Secretariat, and non-governmental organisations, organised through the Commonwealth Foundation.

The Commonwealth Secretariat in London is the principal intergovernmental agency of the Commonwealth and its backbone, promoting democracy, rule of law, human rights, good governance, and sustainable economic development. Reflective of its membership, it is a voice for small states and a champion for youth employment. The Secretariat convenes summits and high-level meetings; executes plans agreed by the Commonwealth Heads of Government; promotes Commonwealth values and principles; and facilitates the work of the Commonwealth family of organisations.

The work of the Economic, Youth and Sustainable Development (EYSD) Directorate is divided in the following five areas: (1) Debt Management Unit; (2) Economic Policy and Small States; (3) Climate Change; (4) Youth and Social Development including Education and Health; (5) Gender.

The Directorate plays a key role in helping to identify solutions to economic and social challenges encountered by Commonwealth member countries, through analytical and diagnostic work that promotes design and implementation of evidence-based policy options. Our approach emphasises country ownership and engagement by delivering technical

assistance on a demand-driven basis. The Directorate has excelled in particular in its work related to sovereign debt management, climate finance, resilience, youth, education, health, gender, economic development of small and other vulnerable states.

The Directorate also promotes international debates, dialogues, and consensus on key economic development issues affecting small states through global advocacy. It ensures effective partnership with key development institutions and representation in international fora. Under the leadership of the Senior Director, the Economic, Youth and Sustainable Development Directorate delivers the annual ministerial meetings of the Commonwealth Finance Ministers, Education Ministers, Youth Ministers and Health Ministers, Women's Affairs Ministers in addition to annual G20 Development Dialogue, the triennial Commonwealth Small States Conference, and other strategic high-level engagements.

THE ROLE

The Senior Director of the Economic, Youth and Sustainable Development Directorate will provide vision, leadership, and guidance to the Directorate and the Secretariat. Reporting to the Deputy Secretary-General, the Senior Director will be a member of its Senior Management Committee, chaired by the Secretary-General, playing a leading role in shaping Secretariat strategies and policies, as well as those of the Directorate.

The Senior Director will ensure that the Directorate continues to be at the forefront of thought leadership and innovation in economic development, gender affairs and youth and social policy advocacy, reflecting the prioritised needs of member states. S/he will have a clear mandate to forge ever-closer partnerships with stakeholders in the international arena to optimize collaboration, enable the directorate's work to maximise its scale and impact, and mobilise resources.

As the leader of the Directorate, the Senior Director will manage a diverse team of approximately 60 highly experienced professionals and support staff who deliver specialised knowledge and technical assistance interventions in their respective fields of specialisation to member countries.

The duties and work programme responsibilities include:

Senior Management of the Secretariat:

- Member of the Senior Management Committee (SMC) which is highest level of decision-making in the Secretariat on policy, coordination and strategic matters.
- Contribute substantively to the development of Secretariat strategies and policies; and /ensure provision of strategic advice to the Secretary-General on innovative and sustainable economic development, particularly in international finance, international and regional co-operation, small states, health, gender, education, youth affairs, debt management, and the environment (climate finance).

Senior Management of the Economic, Youth and Sustainable Development Directorate:

- Provide intellectual and thought leadership for the work of the Commonwealth Secretariat in areas of priority identified for the Directorate.



The Commonwealth

- Identify, undertake, and pioneer analytical work in the directorate's areas of responsibility with an aim to advocate through key global, regional, and pan-Commonwealth platforms;
- Lead the Secretariat's niche work in supporting and promoting the strengthening of resilience and capacity building of small states, and in influencing the responsiveness of international policies and mechanisms to the strategic development and resilience needs of small states;
- 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 directorate's mandate as defined in the Commonwealth Secretariat Strategic Plan;
- Institutionalise knowledge management; and ensure strong results-based management practices;
- 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.

Representation & Advocacy:

- Represent the Secretariat externally at a senior level and act as an advocate for Commonwealth policy positions at national, regional, and global levels;
- Advocate systemically with key audiences and lead the Secretariat's global advocacy and engagement with leading development institutions;
- Participate in and lead strategic high-level international fora to support effective engagement, impact, and influence in international decision-making. This includes leading the Secretariat's engagement in the Commonwealth-La Francophonie-G20 Outreach meetings, the G20 Development Working Group, and pan-Commonwealth fora; and
- Strengthen and build partnerships and synergies internally across business units and externally with key institutions, especially international financial institutions (IFIs), amongst others.

Other Responsibilities

- Presents Commonwealth perspectives publicly through interaction with the media, public speaking and other profile-raising activities; and, supports organisation profile-building in collaboration with the Communication Division.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Performs any other duties as may be required from time to time.

CANDIDATE PROFILE

Essential

- A Ph.D. in Economic Development, or a related field;
- At least fifteen years' experience at a senior management and/or advisory level in a role related to sustainable economic development directing and managing teams of multi-disciplinary professionals in governmental or international organizations;
- Extensive experience in sustainable development, including substantial experience working in developing countries;
- Leadership experience in developing and delivering complex economic research and policy-development work;
- Excellent communication skills with significant experience in designing and delivering high impact training and/or teaching programs in fields related to economic and social development;
- Proven track record of people management skills at senior level, including managing senior professionals in areas outside of own area of expertise;
- Evidence of a modern, inclusive leadership style with proven skills in motivating and inspiring a diverse team;
- Skills in leading multi-stakeholder initiatives and multi-lateral processes;
- Track record of creating, managing, and strengthening a variety of strategic partnerships - externally and internally;
- Experience in representation and advocacy that is aligned with the strategy and work of the Commonwealth Secretariat; and
- Evidence of excellent interpersonal skills which promote cooperation with colleagues and partners to guarantee constructive relationships internally and externally.

Desirable

- Prior field-based experience in sustainable development and/or expertise in small states will be an asset.
- Knowledge/expertise of gender, health or education issues in developing countries

COMPETENCIES

Once in post, the Senior Director will be required to demonstrate the following 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 & 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>Creates an environment where respect for diversity is embedded in behaviours, systems & processes.</p>
Communication
<p>Establishes a culture of constant, consistent, clear and open communication</p> <p>Ensures information is communicated to and from the top level and filtered through the appropriate channels</p> <p>Communicates effectively with and gains understanding of top level stakeholders e.g. Heads of member states, Permanent Secretaries and staff</p>
Planning & Analysis
<p>Organises work programme with full cognizance of Board of Governor requirements</p> <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>
Decision Making
<p>Makes informed decisions that are instrumental to the direction and profile of the Commonwealth Secretariat in general</p>



Is confident of making strategic/critical decisions with limited information in time pressured 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 management committee, board of governor & EXCO level. Lead on strategic issues.

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