The Commonwealth Secretariat seeks to appoint a new Director of the Economic Policy Division. S/he will lead the efforts of the Secretariat in supporting sustainable economic development and policy development, ensuring that the voices of member states 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 adroit manager, fluent advocate, economic development and policy thought leader, and committed internationalist.

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 2.2 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 social and 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 Secretariat’s work is funded by the Commonwealth Fund for Technical Co-Operation (CFTC).

The Economic Policy Division is responsible for the Secretariat’s delivery of advocacy, technical assistance, and programme work on global, regional, and international economic issues, both contemporary and emerging, and on small states. With unrivalled convening power and access, the division amplifies the voices of member
states, especially those that are small and vulnerable. It spearheads global advocacy and consensus building to support sustainable economic development and improve economic management and governance throughout member countries.

The Economic Policy Division plays a key role in helping to identify solutions to economic development challenges encountered by Commonwealth member countries through analytical and diagnostic work and the promotion of evidence-based policy options. Its approach emphasises country ownership and engagement by delivering technical assistance on a demand-driven basis. The division has excelled in particular in its work related to sovereign debt management, climate finance, and resilience and vulnerability, amongst other areas.

The division 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 Director, the Economic Policy Division delivers the annual Commonwealth Finance Ministers Meeting, the annual G20 Development Dialogue, the biennial Commonwealth Small States Conference, and other strategic high-level engagements.

THE ROLE

The Director of the Economic Policy Division will provide vision, leadership, and guidance to the division, the Secretariat, the Commonwealth member states, and partners globally. Reporting to the Deputy Secretary-General of Economic and Social Development, the Director will be a member of its Senior Management Group, chaired by the Secretary-General, playing a leading role in shaping Secretariat strategies and policies, as well as those of the Economic Policy Division.

The Director will ensure that the division continues to be at the forefront of thought leadership and innovation in economic development and 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 division’s work to maximise its scale and impact, and mobilise resources.

As the leader of the division, the Director will manage a diverse team of approximately 25 highly experienced professionals and support staff who deliver specialised knowledge and technical assistance interventions in their respective fields of specialisation to member countries. S/he will develop the team more fully to ensure the effective balance of knowledge, skills, and representation. An overview of the Economic Policy Division is provided in Appendix I.

The Director of the Economic Policy Division role requires a unique blend of excellence in leadership and management; economic development and policy thought leadership;
and advocacy and relationship development. The duties and work programme responsibilities for the Director of the Economic Policy Division are to:

**Senior Management of the Secretariat:**

- Contribute substantively to the development of Secretariat strategies and policies; and
- Provide strategic advice to the Secretary-General and Deputy Secretary-General on sustainable economic development, particularly in international finance, international trade, international and regional co-operation, small states, economic management, and the environment (climate finance).

**Senior Management of the Economic Policy Division:**

- Provide policy and intellectual leadership for the work of the Commonwealth Secretariat in areas of divisional priority and core competence as above;
- Identify, undertake, and pioneer analytical work in the division’s area 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 divisional 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;
- Institutionalise knowledge management; spearhead quality assurance in programme design and oversight; and ensure strong results-based management practices;
- Ensure sound financial management by managing the division’s resources to deliver to time, budget, and agreed quality in keeping with Secretariat policies and procedures;
- 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.

**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.

CANDIDATE PROFILE

The Successful candidate will bring:

KNOWLEDGE & EXPERIENCE

• Post-graduate degree in Economics or a related field of study with a strong research element from a reputable institution; a doctoral degree is desirable;

• At least fifteen years of experience, including a minimum of ten years at the senior management level, directing teams of multi-disciplinary professionals in a governmental or international organization;

• Extensive experience in sustainable development, including substantial experience working in developing countries; prior field-based experience and/or expertise in small states will be an asset;

• Leadership experience in developing and delivering complex economic research and policy-development work;

• Experience leading and operating within complex organisational environments and leading multi-stakeholder initiatives and multi-lateral processes;

• Track record of creating, managing, and strengthening a variety of strategic partnerships- externally and internally; and

• Experience in representation and advocacy that is aligned with the strategy and work of the Commonwealth Secretariat.
COMPETENCIES

The Director, Economic Policy Division will possess the following:

**Subject Matter Expertise**

- A profound commitment to and in-depth knowledge of concepts and approaches relevant to sustainable economic development and policy-making, especially in a small/vulnerable state context;
- Understanding of global economics and economic policy, including an understanding of the opportunities and barriers to the growth and development of small states; and
- Familiarity with networked governance and taking leadership in such governance.

**Strategic Capability**

- Ability to develop, implement, and articulate a clear strategic vision and plan to steer the direction of a unique intergovernmental organisation to ensure long-term impact;
- Capability to collaborate with Commonwealth entities, member states, and partners to develop effective strategies with differentiated approaches so as to address disparate audiences, cultures, and global contexts effectively;
- Strives actively to improve programmes or services, and offers creative options to solve problems or meet stakeholder needs;
- Navigates confidently in ambiguous situations and can make decisions that are aligned with the strategic objectives of the Secretariat and the division in the face of uncertainty or change;
- Willingness to take calculated risks on new and pioneering ideas; and
- Identifies and communicates clearly the links between the Secretariat’s strategy and the division’s goals.

**Leadership & Operational Management Skills**

- Modern, inclusive leadership and management style and skills with an ability to motivate a diverse team;
- Fosters a culture of engagement, empowerment, and continuous improvement;
- Builds trust and operates with transparency, managing in a deliberate and predictable way and recognising the accomplishments and contributions of staff;
- Excellent interpersonal skills which promote cooperation with colleagues and partners to guarantee constructive relationships internally and externally;
• Encourages others to set challenging goals and to act with autonomy in important areas of their work, creating an environment in which each staff members’ input and expertise is valued and recognised;

• Focuses on implementation of agreed measures and plans with a commitment to executing for results;

• Takes a collaborative approach to decision-making but with courage to take unpopular stands when necessary;

• Anticipates and resolves conflict by pursuing mutually agreeable solutions; and

• Promotes diversity and equality in all aspects of work and staffing.

Advocacy & Representation Skills

• Outstanding communication skills: articulate and convincing speaker capable of representing the Commonwealth Secretariat and division to a wide variety of audiences, including Heads of State;

• Engages and operates effectively at the highest levels of all relevant constituencies with great sensitivity to diversity;

• Credible as an authority and voice within the international arena and broader global development community;

• Charismatic, eloquent, and diplomatic talent able to deliver the Secretariat’s and the division’s messages internally and externally in a convincing and compelling manner;

• Able to use influence and insight to form coalitions and engage new partners, leveraging networks strategically to accomplish objectives; and

• Understanding of developing and implementing effective strategies for resource mobilization.

Personal Attributes

• Committed to Commonwealth Secretariat’s goals and strategic outcomes with the energy to further enhance its profile and promote its work;

• Strong ability to work effectively in a diverse, multi-cultural environment with demonstrated respect for diverse points of view;

• Creates an environment in which respect for diversity is embedded in behaviours, systems, and processes;

• Responsive and flexible in addressing challenges and opportunities as they arise;

• A citizen of the world; and

• Unquestionable personal integrity, fairness, and credibility necessary to gain the trust and commitment of individuals and organisations throughout the Commonwealth, the global development community, and beyond.
ADDITIONAL

Languages

Candidates must be skilled communicators with strong linguistic capabilities:

- Impeccable verbal and written communication skills in English are essential; and
- Fluency in another language is desirable.

TERMS OF APPOINTMENT

The Director of the Economic Policy Division will be based out of the Commonwealth Secretariat's offices in London.

The appointment will be for an initial three-year term, renewable through mutual agreement and with the approval of the Secretary-General. The Director will be remunerated as per the terms of “Pay Point C”.

The successful candidate will be a Commonwealth national.
The Economic Policy Division includes approximately 25 team members. Research Officers and Programme Assistants are not shown in the above.

* Supports the whole division