JOB AND TASK DESCRIPTION

Job Title: Economic Adviser - International Regulation and Taxation Policy
Division: Economic Policy Division
Grade: F

Reports To: Adviser & Head, Finance & Development Policy Section

General Information

The Economic Policy Division is responsible for the Secretariat’s programmes on national and international economic issues and, with other divisions, for assisting member countries to improve economic management and governance. It plays a key role in helping to identify solutions to the economic problems affecting Commonwealth countries; in achieving an international consensus on these solutions; and in providing advice to governments on policy development.

The Finance and Development Policy Section focuses on financing for development issues. It places a strong emphasis on the adequacy of the international financial and development architecture to facilitate growth and development and advocates for policies which address the needs and vulnerabilities of the developing membership of the Commonwealth. In doing so, emphasis is placed on research and analysis, policy development, facilitation of discussion and debate, consensus building and advocacy to focus international attention on issues and solutions. The Section’s activities cumulatively contribute towards attaining the strategic outcome of advancing Commonwealth principles and values in global development and financing decisions; and global advocacy.

The Section organises and delivers high-level forums such as the annual Commonwealth Finance Ministers and Central Bank Governors Meetings; as well as the Commonwealth - G20 dialogue and associated policy outreach activities. The advisor plays a key role in supporting the delivery of the work programme of the Section.

Job Summary

Job roles in the Secretariat evolve with both the changing mandates received from member countries and the skills of the team. This post will be responsible for taking forward the Section’s work in collaboration with the Head of Section on financing and development issues with a specific focus on current international regulatory and taxation policy issues.

The work will contribute to the preparations for the Commonwealth Central Bank Governors Meeting; Commonwealth Finance Ministers Meeting (CFMM) and the Commonwealth - G20 engagement. The post holder will play a key role in developing and supporting the advocacy of the Commonwealth in international fora responsible for the design of international regulation and international taxation policy.
In developing and taking forward work in these areas, the advisor will, along with other advisors collectively contribute to the delivery and achievement of outputs 5.2.1 to 5.2.4; and A1.3 of the Commonwealth strategic plan. The strategic plan is available for download on our website and can be accessed: http://thecommonwealth.org/our-work

The post-holder will be required to have a mix of skills including knowledge of international development, international regulatory and international taxation policy issues, an ability to adapt and to identify opportunities for and constraints to building Commonwealth and global consensus on international regulation and taxation.

**Task Description**

The post-holder will be responsible for:

- Developing and taking forward the Commonwealth’s work programme on international financial regulatory and international taxation policy with a current focus on: global financial stability; AML/CTF regulation; impact of AML/CTF regulation on remittances; international financial centres with a focus on automatic exchange of information; and Base Erosion Profit Shifting.

- Undertaking and / or managing policy research and evidence-based analysis; organising meetings and workshops; sharing knowledge and experience; building consensus among member governments, and Commonwealth advocacy towards reform of the global financial architecture;

- Monitoring, evaluating and writing briefs/reports, as necessary, on international regulation and international taxation policy, particularly as they impact on developing countries with a view to identifying new opportunities for the Secretariat and ensuring that the work programme is responsive to global developments;

- Maintaining up-to-date information on programme implementation and results in keeping with the Commonwealth results based management (RBM) framework;

- Managing and ensuring the effective communication and dissemination of outputs and outcomes of the work programme;

- Line manage the provision of research support;

In addition the post holder will also:

- Assist in preparing briefs and speaking notes for the division and for senior management and respond to ad-hoc enquiries as appropriate;

- Liaise, develop and maintain working relations with other Divisions with the Secretariat, with Senior Officials in national capitals of member countries, High Commissions, international organisations, IFIs and non-governmental organisations;

- Build new partnerships with international organisations in these areas and secure additional funding to further expand and develop the work programme;
• Support the Section Head in preparing sectional budgets and work plans, and sectional contributions to the Commonwealth Strategic plan;

• 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.

**Person Specification**

**Education:**

- Post-Graduate degree in Economics/Finance, with sound quantitative skills
  or
- Relevant Post-Graduate degree with strong Economic/Finance components.

**Desirable:**

- A specialisation in international regulation, taxation, financial sector development.

**Experience:**

- At least seven years’ experience in analysis and policy formulation in the area of international regulation and international taxation and financing for development in a government, international/regional financial institution/organisation or research organisation (including NGO);
- Practical knowledge of the workings of the international institutions, standard setters and international regulatory bodies; and
- Extensive experience of working in (or on) developing countries.

**Desirable:**

- Demonstrable track record of project and programme management;
- Demonstrable track record in publications on international regulation and international taxation policy; and
- Demonstrable competence and experience in improving effectiveness and impact on advocacy, campaigning, communications and management of international development issues.

**Skills:**

Applicants should be able to demonstrate:

- Strong analytical and writing skills; including familiarity with recent developments in international regulatory and taxation issues and adequate knowledge of the international economic development;
- Proven ability to think laterally and innovatively. The ability to apply knowledge to policy problems and to develop and implement practical solutions;
- Proven ability to manage staff and interact constructively in teams;
- Capacity to undertake work with minimum supervision;
• An ability to work effectively across a range of issues simultaneously;
• An ability to build networks and knowledge rapidly in unfamiliar areas;
• Proven ability to interact constructively with governments and international organizations;
• Strong organisational skills;
• Strong interpersonal and communication skills; and
• 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:

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<th>Respect for Diversity</th>
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<tr>
<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 and 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>Encourages others to evaluate systems, processes &amp; behaviour to ensure respect for diversity is demonstrated</td>
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<th>Working with Others</th>
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<td>Manages conflict and works towards mutual solutions</td>
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<td>Identifies organisations with which to partner for specific solutions</td>
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<td>Encourages others and provides them with the autonomy to pursue relationships</td>
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<td>Uses personal influence to establish compromise and agreement when faced with conflict</td>
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<td>Demonstrates balance between directness and diplomacy in negotiations</td>
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<td>Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims</td>
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<td>Encourages and supports others in demonstrating cultural awareness when working with others</td>
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<th>Developing &amp; Applying Professional Expertise</th>
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<td>Summarises/presents technical information in a manner that others can understand</td>
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<td>Acts as a technical advisor to others to facilitate achievement of desired outcomes</td>
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<td>Uses specialist knowledge to bring an alternative perspective to a situation</td>
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<td>Liaises with stakeholders to facilitate implementation of recommendations</td>
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<td>Uses experience and advanced technical expertise to support others</td>
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### 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