

## JOB AND TASK DESCRIPTION

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**Job Title:** Deputy Secretary-General (Corporate Affairs)

**Division:** Secretary-General's Office

**Grade:** B

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**Reports to:** Commonwealth Secretary-General

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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 56 member governments in promoting democracy, development and respect for diversity.

The Commonwealth Secretariat seeks to improve the lives of 2.5 billion people. We promote Commonwealth values, work on policy development, and provide expert technical advice and assistance to the governments of 56 member countries and their peoples, helping them to develop politically, economically and socially.

The Commonwealth Secretariat over the years, has contributed extensively in advocating for Small and other Vulnerable States. The work of the Secretariat includes areas of Climate Change, Oceans and Natural Resources, Good Governance and Peace, Trade Facilitation and Competitiveness, and Economic, Social and Sustainable Development. The Secretariat will continue to support its member states in the fulfilment of the values and principles embodied in the Commonwealth Charter and in the implementation of the Agenda 2030 Sustainable Development Goals.

The Secretariat is the executive arm of the Commonwealth. The Commonwealth Secretariat sets the policy agenda for Commonwealth Heads of Government Meeting (CHOGM) and Ministerial meetings. The Secretariat is the main source of political, social and economic analysis for CHOGM and Ministerial meetings and implements decisions made at these meetings. The Secretariat undertakes research in priority areas of work and coordinates with accredited Commonwealth organisations while at the same time connects with non-state actors such as NGOs, foundations and the media.

### Job Summary

The Deputy Secretary-General (Corporate Affairs) is responsible for managing the operations of the Secretariat and deputises for the Secretary-General in an official capacity where required. The Deputy Secretary-General ensures there is inter-

sectoral coherence of programmes and projects as well as in elevating the profile and leadership of the Commonwealth in priority programme areas.

The Deputy Secretary-General is expected to be sharply and actively focused on delivering measureable results, reporting and being accountable to the Secretary-General; providing visionary leadership as well as practical management; and, modelling personally core Commonwealth principles including transparency, integrity, and inclusiveness.

The Deputy Secretary-General will therefore support delivery and performance results through inspirational leadership, innovative lateral thinking, problem solving, policy-setting, and strategic oversight and direction.

The Deputy Secretary-General (Corporate Affairs) has line responsibility for the following Divisions and Units in the Secretariat:

- Corporate Services Division
- Communications Division
- Human Resources and Facilities Management Division
- Strategy, Portfolio, Planning and Digital Division
- Office facilities provided to the Commonwealth Small States Office, Geneva and the Joint Office for Commonwealth Permanent Missions to the United Nations, New York

### **Task Description**

The post-holder:

- Contributes to collective institutional management at senior level.
- Is accountable for the delivery of elements of the Commonwealth Secretariat's Strategic Plan and associated internal outcomes relating to human resources, financial and non-financial services. Ensures that operations in areas of responsibility and accountability adhere to the highest corporate standards of financial and administrative governance; meet expected quality standards; and, are monitored for performance and results regularly including through results based management, monitoring and evaluation frameworks, and audit processes.
- Is responsible for efficient and effective delivery of human resources, financial and non-financial outcomes; sound frameworks of internal controls; and, appropriate identification and management of corporate risks.
- Undertakes representation and builds and fosters relationships with representatives of Commonwealth governments including Ministers and senior officials, with counterparts in other intergovernmental organisations,

with representatives of the wider family of Commonwealth organisations, and with the private sector as required. Pursues strategic partnerships and acts as the principal point of contact at the senior level with a selected number of other Commonwealth entities, in jointly advancing Commonwealth goals in economic growth, trade, investment and development.

- Is responsible for the relations with the Commonwealth Secretariat Staff Association and on behalf of the Secretary-General, promotes good employee relations through regular and continuous engagement on identified issues.
- Lead the governance of the Secretariat, notably meetings of the Secretariat's Board of Governors and its Executive Committee, and in particular provides informed contributions to Board members' deliberations on matters concerning the Secretariat's human resources, financial and non-financial objectives and outcomes.
- Serves as the Chair and provides leadership to governance committees, including the Audit Committee and Finance and HR Committees.
- Provides line management of the Directors and Divisions for which the post-holder is responsible as well as leadership to ensure effective human resources management and development in line with the organisation's Rules, Regulations and values. This includes management to achieve delivery of measurable achievements and results, provision of policy direction, and regular guidance. It also includes supervision of balanced apportionment of resources, as well as rigorous appraisal, monitoring and evaluation.
- Undertakes representation and builds and fosters relationships with representatives of Commonwealth governments including Ministers and senior officials, with counterparts in other intergovernmental organisations, with representatives of the wider family of Commonwealth organisations, and with the private sector as required.
- Pursues strategic partnerships and acts as the principal point of contact at the senior level with other Commonwealth entities including representing the Secretary-General on the Commonwealth Foundation's Board of Governors.
- Undertakes public diplomacy, including public speaking and media work, as appropriate, working closely with the Communications Division.

- Represents the Secretary-General at conferences, official functions and ceremonial occasions as decided by the Secretary-General.
- Undertakes all other assignments as determined by the Secretary-General.

### **Person Specification**

#### **Education**

- A post-graduate degree in international relations, public administration, law or other fields relevant to this role.

#### **Experience and Skills**

1. Clear evidence of at least 15 years of leading in substantive senior executive 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. Substantial people management skills and experience including experience in recruiting and developing high performing and diverse teams, and in managing and supporting change.
4. Ability to think strategically, including experience in planning and offering sound operational and tactical advice where required to achieve strategic goals.
5. Financial management skills and experience including planning and oversight of budgets.
6. Excellent communication skills including public speaking skills that are persuasive and confident in style.
7. Good negotiating skills, with demonstrable experience in navigating successfully between differing demands and stakeholders
8. Experience in working within different jurisdictions in the Commonwealth.
9. Experience with working with a diverse workforce.
10. 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.