

JOB AND TASK DESCRIPTION

Job Title: Deputy Secretary-General (Programmes)

Division: Secretary-General's Office

Grade: B

Reports to: Commonwealth 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 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, 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 (Programmes) advises and supports the Secretary-General in the management of the Secretariat around the assigned programmatic areas associated with the implementation of the Strategic Plan and with other mandates agreed by Heads of Government from time to time.

This includes key areas of Secretariat work relating to technical assistance including Climate Change, Economic Development, Debt, Trade, Natural Resources, and sustainable growth in small and vulnerable states. As well as providing oversight of work relating to the Commonwealth's promotion of political values, including democracy, human rights and upholding the rule of law. The role also includes responsibility for the mainstreaming of Youth and Gender related matters

The role may also be expanded to include elements other than the ones specified above depending on how the Secretariat allocates responsibilities around delivery.

The Deputy Secretary-General is expected to be sharply and actively focused on delivering measurable 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 (Programmes) has line responsibility for the following Divisions and Units in the Secretariat:

- Governance and Peace Directorate
- Economic Development, Trade and Investment Directorate
- Climate Change and Oceans Directorate
- Social Development, Youth and Gender Directorate
- Technical advice 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 responsible for delivery of measurable and effective Secretariat technical assistance programmes in support of capacity creation, sustainable development, poverty reduction and economic growth in Commonwealth developing member countries - particularly small states and vulnerable economies - including through ensuring the sound management and good governance of the Commonwealth Fund for Technical Co-operation (CFTC).
- Is accountable for the delivery of elements of the Commonwealth Secretariat's Strategic Plan. Ensures that areas of responsibility and accountability adhere to the highest standards and, are monitored for performance and results regularly including through results based management, monitoring and evaluation frameworks.

- 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.
- Develops and maintains relationships with external partners to facilitate resource mobilisation through the promotion and integration of strategic partnerships with the programmatic work of the Secretariat in close collaboration with the DSG Corporate Affairs.
- To deliver and support inter-governmental meetings and other discussions organised by the divisions and unit for which the post-holder is responsible, including Ministerial meetings;
- To strengthen the public profile of the Commonwealth's goals, values and principles as well as the work of the Secretariat including through personal advocacy and interaction with the media.
- Provides line management of the Senior 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 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.