



2 May 2023

## Notification of Vacancy

### Post Title: Risk Manager

The Commonwealth Secretariat invites member governments to draw the attention of their citizens to this vacancy and to encourage suitable applications.

All applications will be subject to the Secretariat's competitive recruitment process.

An application pack including a job description and person specification, together with the summary terms and conditions of service applicable to the post, are attached. These documents are also available on the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>

In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post. In making appointments, particularly to senior positions, the Secretary-General also takes into account the representational balance of staff from across the regions of the Commonwealth.

All applications, including those supported by member governments, will be acknowledged. The Commonwealth Secretariat receives an extremely high volume of applications for each role and values each one. You can expect to be notified of the outcome of your application in due course, before the recruitment process concludes.

All applications for the post should include a curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Wednesday 24 May 2023 at 17:00 BST**.

**Dr Umakant Panwar**  
**Director, Human Resources and Facilities Management**

Encl.



## Risk Manager, Corporate Business

### APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the division/unit, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

- You must be a **national of a Commonwealth Country**. You will be required to provide evidence of this if you are shortlisted for the post.
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **satisfactory references**. You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.
- You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.
- Salary on appointment is £73,171 per annum. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions (from which overseas-recruited Diplomatic staff members are exempt).
- The Commonwealth Secretariat's retirement age is 65. You are expected to be able to serve a minimum 3 year term before your retirement age.

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post. Your application should be received no later than **Wednesday 24 May 2023 at 17:00 BST**.

Applications should be made via our online application system at <http://thecommonwealth.org/jobs>.

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team  
The Commonwealth Secretariat  
E-mail: [HQ-Recruitment@commonwealth.int](mailto:HQ-Recruitment@commonwealth.int)



## SUMMARY OF TERMS AND CONDITIONS FOR

### PAY POINT F

This is a summary of the principal terms and conditions for Pay Point F at the Commonwealth Secretariat. These terms and conditions are non-negotiable. The full terms and conditions are set out in the Commonwealth Secretariat Staff Rules and Regulations which form part of the contract of all staff members.

#### A. GENERAL

**Contract Term** Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance, the organisations requirements at that time and availability of funds. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.

**Medical** Appointments are subject to passing a medical examination.

**Security Clearance** Appointments are either subject to clearance to the extent that the candidate's own government raises no objection to their suitability for employment or through the provision of a satisfactory Police Check from the candidate's own national police authority.

**Probation** All appointments are subject to a six-month probationary period. This may be extended at the Secretary-General's discretion for up to another six months.

**Period of Notice** During probationary service, the appointment may be terminated by the Secretariat giving five weeks' notice. Thereafter employment may be terminated by the Secretariat giving six months, or by the staff member giving three months, written notice.

**Annual Leave** 30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.

**Pension/Gratuity** The Secretariat contributes 15 per cent of gross salary to either the Commonwealth Secretariat Workplace Pension Scheme or the Commonwealth Secretariat Gratuity Scheme.

On commencement, Staff members are automatically enrolled into the Workplace Pension Scheme. Thereafter, the staff member can select one of the following three options:

Option 1: The equivalent of 15 percent of an individual's gross salary allocated as employer contribution to the Workplace Pension Scheme.

Option 2: An amount equivalent to 10 percent of the individual's gross salary allocated as employer contribution to the Workplace Pension Scheme and 5 percent allocated to the gratuity scheme.

Option 3: Opt out of the Workplace Pension Scheme and have 15 percent of an individual's gross salary paid into the Gratuity Scheme. This must be done within 30 days following enrolment.

In respect of the Gratuity Scheme each month the Secretariat will pay the equivalent of 15 percent or 5 percent of an individual's gross salary into an interest bearing account. At the end of the contract, the staff member will receive an ex-gratia payment of the cumulative amount including interest. This payment is subject to the Secretary-General's discretion.

Personal contributions to the Workplace Pension Scheme are subject to limits set by HRMC.

Further information on the above schemes can be obtained from Human Resources and Facilities Management Division (HRFM).

***Retirement Age***

The Commonwealth Secretariat retirement age is 65 years.

***Private Healthcare and Dental Cover***

The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees, their spouses/officially recognised partners and children. The cover is subject to underwriting conditions.

***Insurance***

Subject to funding, the Secretariat may put in place various insurance schemes for its employees. Where such policies are in place, they shall be subject to the conditions of the underwriters and may change from time to time. Among the insurance policies the Commonwealth Secretariat provides is the Personal Accident/Travel policy. With regard to bodily injury, the underwriters conditions for that policy provide for the following, in respect of pre existing conditions;

Any contributory degenerative condition or disablement (as determined by a Qualified Medical Practitioner) known by the Insured Person to be in existence at the time of sustaining Bodily Injury will be taken into account by Insurers in assessing the level of benefit payable.

Further information on the existing policies would be made available to staff by the Corporate Services Division on request. Staff shall be notified of any changes in the policies as they become necessary from time to time.

***Internal tax***

In accordance with the Commonwealth Secretariat Act 1966, Staff of the Commonwealth Secretariat are exempt from United Kingdom income tax on their salaries and emoluments on condition that the Secretariat levies its own internal income tax for the benefit of the Secretariat.

Internal tax rates are aligned to UK rates and allowances for the relevant tax year. The rates and allowances are applied proportionately for all staff who join or leave the Secretariat part way through the UK tax year (6<sup>th</sup> April - 5th April).

Joining the Secretariat part way through the tax year will result in you being placed on emergency tax code. This includes an amount equivalent to the UK annual tax free allowance divided into equal monthly amounts. By applying this rate, you will effectively receive a pro-rated tax free allowance for the portion of the tax year worked at the Secretariat.

Staff who were liable to pay UK tax prior to recruitment may be entitled to a refund of tax from the Her Majesty's Revenue & Customs (HMRC) if they have previous taxed earnings in the tax year of joining the Secretariat. The employee would need to apply to HMRC to determine this. Staff liable to pay tax in other jurisdictions/countries would need to apply to the relevant tax jurisdiction to establish whether they would be entitled to a refund of tax.

Further information on the above schemes can be obtained from the Secretariat Payroll team via Human Resources.

#### **B. APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS**

|               |   |
|---------------|---|
| <b>Salary</b> | £73,171 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax aligned with UK income tax rates. This salary is fully inclusive. (Please refer to section A for further information about internal tax). |
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#### **C. APPOINTMENT OF OVERSEAS RECRUITED STAFF (NON UK NATIONALS)**

“Overseas Recruited Staff Member” means an officer of the Secretariat whose stay in the UK is contingent upon their employment with the Secretariat. Should such a staff member acquire or have, while employed in the Secretariat, been entitled to British nationality or residential status in the UK the staff member will cease, from the date of acquisition or entitlement, to be an overseas recruited staff member.

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|---------------|---|
| <b>Salary</b> | £73,171 per annum Gross. Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax aligned with UK income tax rates. (Please refer to section A for further information about internal tax). |
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| <b>Installation and Termination Grant</b> | Will be provided on commencement and termination of appointment at 7% of net salary. |
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| <b>Expatriation Allowance</b> | Payable on a monthly basis at a rate of 1/12 <sup>th</sup> of 14% of your gross annual salary. |
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***Travel***

Upon commencement and termination of service, the staff member, and accompanying dependent family members, as defined in the Human Resource Handbook, will have their air travel costs met by the Secretariat in accordance with the Travel and Expense Policy and procedures.

For all journeys, the most direct means of air travel available will be provided. In respect of the accompanying family members the relevant journey must be made within 6 months of the eligible staff member's own journey.

If travel is not at the same time as the member of staff, family members will only be entitled to economy class travel, irrespective of length of journey.

***Home Leave***

The staff member is entitled to home leave once in every three years of qualifying service.

***Education Allowance***

An education allowance will be payable, provided the dependent\* child is in continuing full-time education (school and undergraduate level) at the time of the staff member's appointment. The staff member may be entitled to 75% or £18,706 of admissible costs per child per scholastic year.

The admissible cost is subject to a maximum amount of £24,941 per child per scholastic year. Full details of the education assistance policy is available on request.

***Transporting Effects on termination***

The Secretariat will pay the cost of transporting by sea a staff member's effects up to 500 cubic feet in the case of a single staff member, and up to 700 cubic feet in the case of a married staff member plus an allowance of 100 cubic feet per dependent child\* residing with the head of the family. In addition, up to 15 kilograms of excess accompanied luggage by air will be allowed on joining and termination for the staff member, spouse and each dependent child\*. Not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20ft container (internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000.

***Expatriation Benefits***

Should the staff member acquire resident status in the UK, the entitlement to expatriate salary and other benefits will cease immediately. Staff claiming these benefits will be required to sign an annual 'residential status certificate'. An improper claim will lead to disciplinary action.

***Subsistence Allowance on commencement and termination***

When taking up an appointment and provided a staff member stays in approved accommodation, subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and dependent

children\* (50 per cent) for a period of up to two weeks from the date of the staff member's arrival. Thereafter, an additional period of three weeks will be granted. The total stay in approved accommodation is for a maximum of five weeks. Two weeks' subsistence allowance will be paid on termination.

***Diplomatic  
Immunities &  
Privileges***

There are no diplomatic immunities and privileges attached to the holder of this post. Staff members are expected to observe the laws of the UK and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.

\* *A Dependant Child is an unmarried natural child or a legally adopted child, who normally resides with the employee and is under the age of 18 or member of an employee's family under 25 and in full-time education. The Secretary-General has discretion to declare a child who is not the natural or legally adopted child to be a dependent child and to waive the age limits and education requirements where the child is differently abled." Unless otherwise specified, no more than three children (as designated by the staff member) will be considered as "dependent" for the purpose of these rules.*



## JOB AND TASK DESCRIPTION

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**Job Title:** Risk Manager

**Division:** Corporate Business

**Grade:** F

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**Reports To:** Director of Corporate Compliance

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### General information

The Commonwealth is a voluntary association of 56 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.

The Corporate Business Division comprises the following corporate sections and functions: Finance, Procurement, Enterprise Risk Management, Audit, Compliance, Travel Management, and Events and Protocol Management.

### Job summary

The Risk Manager advises on potential risks to the viability of the Commonwealth Secretariat. The role is crucial to the process of the Commonwealth Secretariat's understanding and managing of the risks that the entity is inevitably subject to in attempting to achieve its objectives. Enterprise Risk Management is considered fundamental to the Secretariat being able to deliver its strategic objectives.

The post-holder will identify and assess threats and develop contingency plans and solutions to avoid, reduce or transfer risks. The role is responsible for managing the risks to the organisation, its employees, customers, reputation, assets and interests of stakeholders. The post-holder will have the ability to communicate effectively to different audiences, for example, to the Executive Committee so they understand the strategic risks, to Senior Management to ensure they are aware of risks relevant to their parts of the organisation and to individuals to understand their accountability for individual risks.

The post-holder will provide advice, review and challenge of project and programme risks recorded and managed in the project management system, divisions/directorates and at the strategic level.

The post-holder will support and assist the Director of Corporate Compliance



in implementing Secretariat strategies and policies particularly in relation to risk, compliance and audit. The position includes review, revision and maintenance of financial regulations, policies, procedures, controls and risk management. It also includes streamlining of processes and developing and delivering staff training on enterprise risk management. The post-holder will also provide administrative support to the Audit Committee.

### **Task description**

The post-holder:

- Develop, maintain, communicate and implement an enterprise-wide risk management strategy and process for the Secretariat.
- Develop risk management system and controls.
- Report to various committees, including the Executive Committee, Audit and Risk Committee, Risk and Business Continuity sub-Committee, Senior Management Committee and Senior Management Group on matters pertaining to enterprise risk management.
- Conduct risk assessments and risk evaluations.
- Establish, maintain and implement the organisation's 'risk appetite'.
- Continually review and update the enterprise risk management procedures, policy and strategy aligned to ISO31000.
- Drive the continued embedding of risk management throughout the Secretariat providing support, education and training to staff to build risk awareness.
- Conduct quarterly reviews of the divisional and strategic risk registers.
- Challenge the quality and completeness of risk information, including the identification of trends/common issues, interdependencies, new and emerging risks, risk mitigations on project, divisional/directorate and strategic risk registers.
- Conduct statistical analysis to evaluate risk and using statistical software such as SPSS and SAS;
- Evaluate existing policies and conduct checks on compliance to policies and procedures.
- Act as clerk and governance advisor to the audit committee including taking minutes, arranging meetings and liaising with the Audit Committee chair on Agenda items etc. as well as preparing meeting papers.
- Follow up and report on internal and external audit issues including the implementation of external and internal audit recommendations, liaising with internal and external auditors as necessary.



## The Commonwealth

- Member of the Secretariat's Risk and Business Continuity sub-Committee making business continuity plans to limit risks and prepare for if things go wrong. Prepares and maintains the disaster recovery plan for the Financial Management Information Section.
- Assist the Director of Corporate Compliance in responding to queries/requests from member Governments and other key external and internal customers by providing information, analysis and commentary.
- Assist the Director of Corporate Compliance with any data privacy enquiries.
- Proactively pursue opportunities for improved service, streamlined processes, efficiency and information for decision making and managing risks.
- Undertake ad hoc analysis for the Director of Corporate Compliance.
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Perform any other duties that may be required from time to time.

### Person Specification

#### Education

- A relevant Risk Management qualification or certification from a professional risk management body e.g. ERMA, IRM etc.
- A professionally qualified accountant, e.g. CIMA or ACCA with proof of ongoing professional development

#### Experience

- At least 10 years' post-qualification experience
- At least 4 - 6 years enterprise risk management experience including working knowledge of risk registers, providing advice on risk management and embedding of enterprise risk management
- Experience with ISO 31000 - Risk Management
- Experience setting up, embedding and using risk management systems that reinforce best practice and improve risk management maturity
- Experience of carrying out quantitative analysis
- Strong analytical, and presentation skills with the ability to present complex issues clearly and concisely
- Proven ability to work in a proactive and flexible manner
- Project and Programme management experience



- Experience in writing and maintaining policies in an organised and documented manner
- Experience with auditing and reporting procedures
- Experience of presenting via reports and presentations, outlining findings and making recommendations for improvements
- Experience with contributing to and providing administrative and governance support to committees
- Strong verbal and written skills with the ability to communicate effectively at all levels and build relationships with key stakeholders
- Good IT skills, particularly with strong working knowledge of excel

#### Competencies:

| Respect for Diversity  |
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| <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 and 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>Encourages others to evaluate systems, processes &amp; behaviour to ensure respect for diversity is demonstrated</p>  |
| Working with Others  |
| <p>Manages conflict and works towards mutual solutions</p> <p>Identifies organisations with which to partner for specific solutions</p> <p>Encourages others and provides them with the autonomy to pursue relationships</p> <p>Uses personal influence to establish compromise and agreement when faced with conflict</p> <p>Demonstrates balance between directness and diplomacy in negotiations</p> <p>Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims</p> <p>Encourages and supports others in demonstrating cultural awareness when working with others</p> |
| Managing Resources   |
| <p>Manages programme and cross team activities against specific objectives/results</p>   |

Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia

Identifies the best method and resources when high level course of action has been identified

Analyses available resources and what activity they will enable

Takes responsibility for multi team/programme activities

Manages diverse motivations of a range of groups in large scale programmes

#### 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

April 2023

