

16 December 2022

Notification of Vacancy

Post Title: Adviser and Head of Gender Section

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

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 role, 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 role 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 role. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Friday 13 January 2023 at 17:00 GMT**.



Dr Umakant Panwar
Director, Human Resources & Facilities Management Division

Encl.

Adviser and Head of Gender Section - Secretary-General's Office

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the directorate, 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 £88,447 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 **13 January 2023 at 17:00 GMT**.

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



SUMMARY OF TERMS AND CONDITIONS FOR

PAY POINT E

This is a summary of the principal terms and conditions for Diplomatic staff 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 (6th 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

Salary	£88,447 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.

Salary	£88,447 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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Installation and Termination Grant	Will be provided on commencement and termination of appointment at 7% of net salary.
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Expatriation Allowance	Payable on a monthly basis at a rate of 1/12 th 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.

Temporary Accommodation

Upon the staff members arrival in the UK, temporary accommodation will be provided at a Secretariat approved hotel for a period of two weeks.

Should the staff member face difficulty securing private accommodation within the initial two-week period, an additional three weeks stay at the approved hotel will be granted.

The maximum stay at temporary accommodation provided to staff members by the Secretariat is five weeks. The Director, Human Resources may approve an extended stay in case of an emergency or a pandemic.

Subsistence Allowance on commencement and termination

Upon the staff members arrival in the UK, for the first two weeks, subsistence allowance at the appropriate United Nations (non-accommodation) rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and dependent children* (50 per cent). This rate will apply whether the staff member and their family stay in Secretariat approved temporary accommodation or not.

At the end of the contract term or upon termination of the contract, for a period of two weeks, subsistence allowance at the appropriate United Nations full rate will be paid in respect of the staff member, their accompanying spouse (75 per cent) and dependent children (50 per cent).

Diplomatic Immunities & Privileges

Staff members will enjoy (provided they are not citizens of, or permanently resident in, the UK) the privileges and immunities appropriate to a diplomatic agent of comparable rank.

This implies full personal immunities extending to the family of the staff member, inviolability of private residence, continuing customs privileges, and purchase without payment of UK tax of motor cars and dutiable spirits.

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. The Secretary-General may waive diplomatic immunity if he/she considers it necessary for the reputation or the best interests of the Secretariat.

* *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

Job Title: Adviser and Head of Gender Section

Division: Gender Section

Grade: E

Reports To: Chief of Staff and Senior Director to the 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 advancing democracy, development and respect for diversity.

The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

The Gender Section is based in the Office of the Secretary-General (OSG).

The objective of the Gender Section is to support member states and the Secretariat to advance international, regional and national commitments and protocols on gender equality, including the implementation of the Commonwealth's Strategic and Delivery Plan.

The Section's work under the Strategic Plan is focussed on several priority areas:

- Gender equality mainstreamed in national frameworks, policies and programmes;
- Gender equality mainstreamed in the Secretariat's programmes and projects and through targeted gender projects;
- Gender mainstreamed and women are empowered for economic, social and political development; and
- Implement the Commonwealth's four priorities on gender equality: (i) women's economic empowerment; (ii) women in leadership; (iii) ending violence against women and girls; (iv) gender and climate change.

The Gender Section has three inter-linked functions:

- implementing the Secretariat's strategy for gender equality, designed to promote women's rights and gender equality in Commonwealth countries through evidence-based analyses, policy advice, advocacy, capacity building, and technical assistance;
- convening triennial meetings of Commonwealth Ministers responsible for Women's Affairs, annual meetings of Commonwealth Women's National Machineries and the Commonwealth Women's Forum; and

- leading and coordinating systems and mechanisms for effective gender mainstreaming within the Secretariat for sustainable development.

Job summary

Reporting to the Chief of Staff and Senior Director to the Secretary General, the Adviser and Head of Gender provides leadership, strategic direction and management to the section, overseeing annual planning, personnel and financial management. S/he leads high-level advisory missions on gender-related assignments and represents the Secretariat on gender issues in Commonwealth countries. They are responsible for the preparation, delivery and dissemination of results on gender aspects of the Strategic Plan. The post-holder is expected to have a combination of specialist expertise of technical analysis and policy influence on gender, strong leadership and managerial skills, diplomacy, and the ability to network with and influence senior people. The post requires some overseas travel.

Task description

- Provides leadership and strategic direction for the Secretariat's gender capacity-building work, both internal (in strengthening the capacity for evidence based analysis and policy influence and gender responsiveness of the Secretariat) as well as external (in strengthening the capacity the capacity for evidence based analysis and policy influence for gender equality across Commonwealth member governments);
- Provides leadership and strategic direction on gender advocacy, conceiving and developing strategies, and either leading or supporting high-level advisory and advocacy activities;
- Represents the Secretariat on gender issues in public settings (including media) and intergovernmental settings as required;
- Is responsible for the delivery of the gender-related results in the Strategic Plan including developing work plans and budgets for the Section and individual staff; oversight and monitoring of implementation; and, accountability for outcomes and results including reporting on these;
- Manages the team of the gender section, including responsibility for staff development and performance management;
- Maintains an overview of trends and priorities in women's rights/gender equality in Commonwealth countries and the broader global context, particularly those related to the Post-2015 Global Development Agenda, in order to inform and offer advice to the Secretary-General and senior management, and to shape pan-Commonwealth gender policy;
- Co-ordinates the organisation and delivery of meetings of Commonwealth Women's Affairs Ministers and of National Women's Machineries (NWMs), and maintains a working relationship with Ministers, Heads of NWMs in Commonwealth member states and other key partners;
- Ensures that corporate policies and decisions are implemented in the Gender Section; and,

- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy;
- Performs any other duties as may be required.

Person Specification

Education

- A post-graduate qualification in economics, development studies, gender/women studies, the humanities, social sciences or a related field.

Desirable:

- A Ph.D. qualification pertaining to gender and development or a related discipline such as economic, social or political development.

Experience:

- At least 10 years' senior management experience, including a track record in the development and implementation of gender policies and programmes at national, regional or international levels;
- Experience of developing and implementing gender mainstreaming and capacity-building in a public administration environment of a government or international organisation;
- Specialist knowledge in gender and economic, social and political development;
- Experience of having worked with key international organisations and processes addressing gender equality and women's empowerment;
- A capacity to network and build effective partnerships at national, regional and international levels.
- Leadership and management experience in a cross-cultural context

Desirable:

- Experience in the establishment of technical tools and systems relating to results-based management.
- Experience working in a multi-stakeholder partnership environment.

Competencies:

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect. Treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Challenges others to rectify biases in behaviour, systems & process

Communication

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

Planning & Analysis

Effectively assesses and advises on major programmes/activities at a divisional level

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Adapting & Innovating

Identifies opportunities to improve divisional operations and effectively gains buy-in

Evaluates impact of improvement initiatives

Remains receptive to and encourages innovative ideas from more junior colleagues

Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances

Adhering to Principles & Values

Sets example and embodies Commonwealth Secretariat principles and values

Demonstrably protects the reputation of the Commonwealth Secretariat

Interprets and implements Commonwealth Secretariat principles and values

Ensures that division/programmes operate in a manner aligned to the values and principles of the organisation

Leadership & Development

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

Provide top level professional advice in strategic issues at management committee, board of governor & EXCO level. Lead on strategic issues.

