



Deputy Secretary-General (Corporate Affairs),
Secretary-General's Office

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the senior management team, 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 **£156,032 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 **4 June 2025 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



SUMMARY OF TERMS AND CONDITIONS FOR

PAY POINT B

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.
Clearance	Appointments are subject to government clearance to the extent that person's own government raises no objection to their suitability for employment.
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	<p>The Secretariat contributes 15 per cent of gross salary to either the Commonwealth Secretariat Workplace Pension Scheme or the Commonwealth Secretariat Gratuity Scheme.</p> <p>On commencement, Staff members are automatically enrolled into the Workplace Pension Scheme. Thereafter, the staff member can select one of the following three options:</p> <p>Option 1: The equivalent of 15 percent of an individual's gross salary will be allocated as employer contribution to the Workplace Pension Scheme.</p> <p>Option 2: An amount equivalent to 10 percent of the individual's gross salary will be allocated as employer contributions to the Workplace Pension Scheme and 5 percent allocated to the gratuity scheme.</p> <p>Option 3: Opt out of the Workplace Pension Scheme and have 15</p>

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 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.

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 & UK RESIDENTS*

Salary	Gross Salary £156,032 per annum subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid 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*)

D. "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	Gross Salary £156,032 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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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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Installation & Termination Grant	Will be provided on commencement and termination of appointment at 7% of net 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, as follows:
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Deputy Secretary General
Business Class

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.

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.

Home Leave

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

Transporting Effects on initial Appointment and termination

The Secretariat will pay the cost of transporting by sea a staff member's effects up to 1,000 cubic feet in the case of a single staff member, and up to 1,500 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. No separate allowance will be made for transporting an automobile and not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20-foot container (with an internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000. For a 40-foot container (with an internal volume of 2000 cubic ft) the value of goods insured is £70,000.

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).

***Expatriation
Benefits***

Should the staff member acquire resident status in the UK, the entitlement to expatriation allowance 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.

***Diplomatic
Immunities &
Privilege***

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.

* "Child" means a child dependent upon the employee for main and continuing support and has a legal status with regards to the staff member either as birth parent, legal guardian or legally adopted child.



7 May 2025

Notification of Vacancy

Post Title: Deputy Secretary-General (Corporate Affairs), Secretary-General's Office

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 made via our online application system at <http://thecommonwealth.org/jobs>. Applications outside of the online system or closing date will not be accepted.

Applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Wednesday, 4 June 2025 at 17:00 BST**.

Ms Alia Zafar
Director, Human Resources and Facilities Management