

7 December 2022

Notification of Vacancy

Post Title: Political Adviser

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 4 January 2023 at 17:00 GMT**.



Dr Umakant Panwar
Director, Human Resources and Facilities Management

Encl.



Political Adviser, Governance and Peace Directorate

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 4 January 2023s 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 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	<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 allocated as employer contribution to the Workplace Pension Scheme.</p>

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	£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.

Salary	£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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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.

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.*



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JOB AND TASK DESCRIPTION

Job Title: Political Adviser
Division: Governance and Peace Directorate
Grade: F

Reports to: Regional Heads of the Political Section, Governance and Peace Directorate

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 Governance and Peace Directorate (GPD) is the lead directorate in the Secretariat's high-profile programme for the promotion of democracy and good governance in the Commonwealth. Its work ranges from monitoring and analysis of political developments and the preparation of briefings, to the organisation of election observation and the provision of technical assistance. The directorate works closely with the Secretary-General, providing her with advice and support on all political issues, and particularly in her Good Offices role. The work is often of great sensitivity and to demanding time-frames.

The Political Section is responsible for the Commonwealth's political relations with the member countries in their respective regions. They are also responsible for organising and servicing the biennial Commonwealth Heads of Government Meetings (CHOGM), the annual Commonwealth Foreign Affairs Ministers' Meeting (CFAMM) and meetings of the Commonwealth Ministerial Action Group (CMAG).

The POL Section also oversees the relationship with the regional organisations such as ASEAN, CARICOM and the Pacific Islands Forum, and its work includes strengthening the collaboration and partnership with the United Nations in New York and Geneva as well as other relevant multilateral forums.

Job Summary

The post holder will support the Political Section's work programme in promoting Commonwealth fundamental political values, consensus-building, and contributing to conflict prevention efforts in Commonwealth member countries, through political analysis, policy development and project management. The job combines requirements for sound political judgement, excellent analytical and writing skills, diplomatic skills and sensitivity, effective project management skills, organisational



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ability and the requirement to travel overseas as well, sometimes in challenging circumstances.

Task description

1. Supporting Regional Heads of the Political Section by:
 - monitoring and analysing political developments relating to the promotion of democratic values, practices and institutions in Commonwealth member countries;
 - preparing briefing materials, policy papers, and speeches and for the Secretary-General and other senior Secretariat officials in relevant engagements with Commonwealth member countries;
 - supporting relevant Commonwealth meetings organised by GPD, including those of Heads of Government, Foreign Ministers, and the Commonwealth Ministerial Action Group (CMAG);
 - supporting meetings of the Secretary-General and other senior officials with heads of government, ministers and high-level officials from Commonwealth countries, and following up decisions taken;
 - participating in meetings of intergovernmental and non-governmental organisations, as well as seminars, colloquia and workshops as required, to promote the Commonwealth;
 - carrying out public speaking engagements when required;
 - deputising for Regional Heads as required in overseeing or supporting the work programme of the Political Section, including in planning, budgeting, monitoring and evaluation of all programming;
 - driving collaborative approaches within the Governance and Peace Directorate (GPD) on relevant projects/programming impacting on political engagements with Commonwealth member countries;
 - adhering to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy;
 - supporting the Secretary-General's Good Offices role, by contributing to the work of the Good Offices Section through the monitoring of emerging issues or situations of political tension and conflict, as well as contributing to policy papers and country strategies for;
 - supporting the work of the Electoral Support Section in the planning, execution and follow-up to Commonwealth election observer missions in Commonwealth member countries;
 - participating in other missions across the Commonwealth and meeting with relevant external stakeholders, as required; and
 - performing any other duties that may be required from time to time.

Person specification

Education

A relevant first degree, such as in political science, international relations or other relevant subject; and a post graduate degree in a relevant subject, such as political science, international law or international relations.



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Experience

Essential: At least ten years' experience in an international context, with exposure to inter governmental processes. Proven skills in research, analysis and writing on political issues, including in providing recommendations to senior management.

Desirable

Experience in diplomacy or international relations, as well as project management. Demonstratable expertise in one or more of the following regions: Asia, Caribbean, Europe and the Pacific.

Competencies

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect.

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



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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.