



## The Commonwealth

### DEPUTY SECRETARY-GENERAL (DEMOCRACY)

#### APPLICATION FOR EMPLOYMENT

You will find attached the job description of the role including general information; the person specification that defines the education, experience and competencies required for the post; and, the summary terms and conditions for the post.

Before you proceed to apply, either online or to our HQ-Recruitment address, please ensure you quote the correct vacancy number and also consider if you meet the following generic requirements:

- You must be a national of a **Commonwealth country**. Please provide evidence with your application.
- Your candidature must have the support of your government. The governments of short-listed candidates will be approached through official channels.
- 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 of whom should be 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. We will not take up references until after any qualified offer of employment has been made.
- You would be required to produce evidence of any educational and professional qualifications to support your application, on the day of your interview.
- Gross salary on appointment is £143,936 per annum. This is subject to 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 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. Please ensure that you complete the attached Application Form and return this with your application.

Your application should be received no later than **2 May 2014**.

You should also be aware that, due to the volume of applications the Secretariat receives and

the need to manage costs efficiently, it is our practice to communicate further about this vacancy only with those who are short-listed and invited to attend an interview. If you do not hear from us **within 3 months of the closing date**, you may assume that your application has not been successful.

Thank you for your interest in working for the Commonwealth.

Mrs Zarinah Davies  
Director, Human Resources Division  
*Direct Tel: +44 020 7747 6416*  
*Direct Fax: +44 020 7747 6520*  
*E-mail: [HQ-Recruitment@commonwealth.int](mailto:HQ-Recruitment@commonwealth.int)*



## The Commonwealth

### JOB AND TASK DESCRIPTION

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**Job Title:** Deputy Secretary-General (Democracy)

**Division:** Secretary-General's Office

**Grade:** B

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**Reports To:** Secretary-General

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#### 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 53 member governments in promoting 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. At the senior level, the establishment has recently been restructured and there are three Deputy Secretaries-General responsible broadly for the political, economic and social development, and corporate goals and programmes of the Secretariat. The Secretary-General and the three Deputy Secretaries-General comprise the Management Committee, which supports the Secretary-General in the management of the Secretariat through providing advice and through taking decisions for which the Committee is collectively accountable.

The Secretariat at present has an annual budget of approximately £50 million in three separate Funds (Commonwealth Secretariat, Commonwealth Fund for Technical Cooperation, and Commonwealth Youth Programme) and a staff establishment of upward of 280 deployed principally at the headquarters in London as well as at two Commonwealth Small States Offices situated globally.

The Secretariat is implementing a Strategic Plan for the period from 2013/14 to 2016/17. This entails a concentration of effort on those areas where the Commonwealth at large and the Secretariat in particular have a specific or proven advantage and potential to deepen the impact of its work. The Secretariat is also consolidating Results-Based Management together with strengthened governance in alignment with contemporary international standards and norms. The Secretariat is currently introducing a reformed staffing structure and establishment to meet the needs of the Strategic Plan.

#### Job Summary

The Deputy Secretary-General (Democracy) advises and supports the Secretary-General in the management of the Secretariat and is accountable for results in assigned areas associated with

the implementation of the Strategic Plan and with other mandates agreed by Heads of Government from time to time. This includes areas of Secretariat work relating to its democracy, human rights, legal and youth programmes.

The Deputy Secretary-General (Democracy) is expected to be sharply and actively focussed on delivering measureable 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 (Democracy) has line responsibility for the following Divisions and Unit in the Secretariat:

- Political Division
- Rule of Law Division
- Youth Affairs Division
- Human Rights Unit

In particular, the Deputy Secretary-General (Democracy) provides management oversight and guidance for the Secretariat's work:

- To protect and promote the Commonwealth's fundamental political values (democracy, rule of law, and human rights);
- To deliver inter-governmental meetings and other discussions organised by the divisions and unit for which the post-holder is responsible, including meetings of the Commonwealth Ministerial Action Group;
- To support the Secretary-General's 'Good Offices' that promote peaceful resolution of political tension and advancement of Commonwealth values;
- To support member governments in the conduct of fair, credible and inclusive elections;
- To establish and strengthen effective national human rights institutions, and to support national engagement in the Universal Periodic Review process upon request;
- To promote the autonomous and harmonious operation of the three branches of government;
- To strengthen national institutions in the administration and delivery of the rule of law and justice including judicial independence and international cooperation; and,
- To achieve greater integration of youth in political, development and entrepreneurial processes, as well as support for youth-led and other initiatives to those ends.

### **Task Description**

The post-holder:

1. Contributes to collective institutional management at senior level.
2. Is accountable publicly and to member governments through the Secretary-General for the delivery of elements of the Commonwealth Secretariat's Strategic Plan and associated work programmes relating to support for member governments in advancing their commitment to the Commonwealth's fundamental political values and in strengthening the political voice and development potential of Commonwealth youth.
3. Ensures that operations in areas of responsibility and accountability adhere to the highest corporate standards of financial and administrative governance; meet expected quality standards; and, are monitored for performance and results regularly through results-based management processes.

4. Undertakes line management of the Directors of Divisions and the Head of Unit for which the post-holder is responsible, as well as providing leadership to ensure effective human resources management and development in line with the organisation's Rules, Regulations and values.
5. Provides policy direction in areas of the post-holder's responsibility and accountability.
6. Undertakes representation, building and fostering relationships with representatives of Commonwealth governments including Ministers, High Commissioners and senior officials; counterparts in other intergovernmental organisations; representatives of the wider family of Commonwealth organisations; and, representatives of the private sector as required.
7. Pursues strategic partnerships with external parties, and acts as the principal point of contact at the senior level with a selected number of other Commonwealth entities, notably the Commonwealth Parliamentary Association and Commonwealth Local Government Forum, in jointly advancing Commonwealth values and goals.
8. Contributes to organisational profile-building through public diplomacy, including public speaking and interaction with the media, working with the Communications Division.
9. Participates in the governance of the Secretariat, notably meetings of the Board of Governors and its Executive Committee, and in particular provides informed contributions to Board members' deliberations on matters concerning the Secretariat's democracy, rule of law, human rights and youth work.

## **Person Specification**

### **Education**

- Desirably, a post-graduate degree in international relations, law or other field relevant to this role.

### **Experience and Skills**

1. Clear evidence of at least 15 years of substantive senior executive level experience and results in areas of work relevant to this role. Candidates would normally have served either as a senior official in a public service department or in a senior management position in an international organisation in a relevant field.
2. Experience in the management and leadership of political relationships, and evidence of being accustomed to working and succeeding in different cultural settings.
3. Substantial people management experience including experience of recruiting and developing high performing and diverse teams; and, of managing and supporting change.
4. Ability to think strategically, including experience of strategic planning and offering sound operational advice where required.
5. Sound financial management skills including planning and oversight of budgets.

6. Excellent communication skills that are persuasive and confident in style.
7. Good negotiating skills, with demonstrable experience of navigating successfully differing demands and stakeholders. Experience of effective interaction with Commonwealth governments at high levels, including Ministers and senior officials as well as senior counterparts in other international organisations.
8. Familiarity with project planning and monitoring and evaluation frameworks.
9. Ability to demonstrate the core corporate values and competencies of the organisation including being able to operate in the pan-Commonwealth setting of the Commonwealth Secretariat.



## The Commonwealth

### 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. 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 and subject to fully satisfactory performance. Staff at this level may normally serve for not more than two three-year contracts. 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*** Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 25 working days per year, increasing to 30 days after 10 years continuous service. Leave without pay will not qualify for the earning of salary increments or annual leave entitlement.
- The Secretary-General may, upon application made to him/her allow leave entitlements accrued with other official bodies to count towards the 10 year figure.
- Pension/Gratuity*** Staff Members are eligible to join the Secretariat's Gratuity or the Pension Scheme.
- In respect of the Gratuity Scheme each month the Secretariat will pay the equivalent of 15 per cent 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.

The Secretariat's Group Stakeholder Pension Plan (GSPP) is a combination of a group personal pension and a stakeholder scheme. Pension benefits reflect the level of personal contributions and the value of the investments in the personal plan on retirement. The Secretariat contributes 15 per cent of gross salary; personal contributions are subject to limits based on a percentage of earnings depending on age.

Further information on the above schemes can be obtained from the Payroll Section of the Finance & Management Information Section.

**Retirement Age** 65th birthday.

**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.

## **B. BRITISH CITIZENS & UK RESIDENTS**

**Salary** Gross Salary £143,936 per annum subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates.

## **C. OVERSEAS DIPLOMATIC STAFF**

**"Overseas Diplomatic Staff Member"** means an officer of the Secretariat who has been accepted by the UK Foreign and Commonwealth Office as being a citizen of a country mentioned in section 1(3) of the British Nationality Act 1981, other than a person who is a citizen only of the UK and Colonies, and is permanently resident outside the UK.

**Salary** Gross Salary £143,936 per annum subject to deduction of

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United Kingdom  
[www.thecommonwealth.org](http://www.thecommonwealth.org)

Commonwealth Secretariat internal income tax paid at UK income tax rates. This equates to a net salary of £92,763 per annum at today's rates.

***Expatriation Allowance***

Will be paid monthly at the rate of 14% of gross salary.

***Installation & Termination Grant***

Will be provided on commencement and termination of appointment at 7% of net salary.

***Travel***

Upon commencement and termination of service, the staff member, and accompanying dependent family members, as defined in Staff Rule 69 c and d in the Human Resource Handbook, will have their air travel costs met by the Secretariat, as follows:

Deputy Secretary-General

Flights of 4 (four) hours or less: Economy class travel  
All other flights: Business class travel

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 assistance allowance will be payable, provided the dependent\* child is in continuing full-time education at the time of the staff member's appointment.

The staff member may be entitled to 75% of a maximum amount of £24,941 per year which equates to £18,706 of admissible costs per child per scholastic year.

Full details of the education assistance policy is available on commencement.

***Home Leave***

The staff member is entitled to home leave once in every three years of qualifying service. Please see Rule 81 in the Sutherland Human Resource Handbook for more information.

***Transporting Effects & Initial Appointment Arrangements***

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.

***Subsistence allowance & Accommodation on arrival***

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 in post. Thereafter, the cost of a furnished apartment will be reimbursed for a period of up to three weeks or until suitable accommodation is secured, whichever is the earlier.

***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.

***Diplomatic Immunities & Privilege***

An eligible staff member will have 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 considers it necessary for the reputation or the best interests of the Secretariat.

+ On submission of receipts

\* 'Dependent child' means an unmarried natural or legally adopted child of the staff member, who normally resides with the staff member and who is under the age of 18 years or, a child under the age of 21 years who is in full time attendance at an educational institution. With regards solely to Education Allowance a dependant child is recognised up to the age of 25. The Secretary-General may also declare a child who is not the natural or legally adopted child of the staff member as "dependent" on the basis of the information provided. The Secretary-General may waive the requirements as to age and attendance at an educational institution where the child is totally and permanently disabled. 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



The Commonwealth

HUMAN RESOURCES DIVISION

APPLICATION FORM - SECRETARIAT HEADQUARTERS VACANCIES

Please complete the form below providing the information to enable us to monitor our recruitment and ensure that our recruitment process is free from bias or unfair discrimination. The Commonwealth Secretariat is committed to observing the principles and practice of Equality of Opportunity in all its activities.

Forename(s) .....

Surname .....

Vacancy Job Title / Division .....

Vacancy Reference Number .....

**Nationality - Please provide details of your Nationality. Please remember that the Commonwealth Secretariat only employs nationals from Commonwealth countries.**

**Please state** .....  
*(If you have more than one nationality please specify)*

**Do you currently hold a visa permitting you to reside and work in the UK? .....**

If **yes** please provide details of the visa type and validity dates below

**Visa Type** .....

**Visa Valid From** ..... **Visa Valid To** .....

**Any working restrictions applicable to your visa? .....**  
(e.g limited to working 20 hours per week)

**If selected for an interview, do you require a Visa to travel to the UK? .....**

**Mobile / Home Telephone Number** .....  
(including country and regional code)

**Email address** .....

**Gender**

Please indicate with an "X"                      Male .....                      Female .....

**Date of birth**

Day "dd" "03"	e.g.	Month "mm" "10"	e.g.	Year "yyyy" "1973"	e.g.

**Disability**

Do you consider yourself to have a disability? (A disability is defined as being a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day-to-day activities).

Disability:    Yes .....                      No.....

Please use this section to tell us about any special requirements or reasonable adjustments you would need to help you participate fully should you be invited to interview.

.....

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**Do you currently have any immediate family members working for the Commonwealth Secretariat?**  
(Immediate family includes spouse, child, sibling or parent) .....

**Where did you see this post advertised?**

Please tell us in which publication or on which website where you saw this vacancy advertised.

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**Checklist**

- I have answered all questions on this application form and confirm the information is correct.
- I have attached my CV to this application.

Thank you for completing these details - please make sure you email you CV with the completed application form to [HQ-recruitment@commonwealth.int](mailto:HQ-recruitment@commonwealth.int)