



## JOB AND TASK DESCRIPTION

---

<b>Job Title:</b>	Adviser and Head, Economic Policy and Small States
<b>Division:</b>	Economic Social & Sustainable Development Directorate
<b>Grade:</b>	E

---

<b>Reports To:</b>	Senior Director; Economic, Youth & Sustainable Development Directorate
--------------------	--

---

### General Information

The Economic, Youth and Sustainable Development Directorate (EYSDD) is responsible for the Secretariat's programmes on global, regional, and national economic, environmental, and social development issues, both contemporary and emerging, and on small states. It plays a key role in contributing to achieving sustainable development for Commonwealth countries; and in achieving an international consensus on relevant solutions. The Directorate undertakes research and analysis, facilitates dialogue and debate and seeks to build consensus on issues and solutions for enabling sustainable development within the Commonwealth and involving the broader international community purposed to enhance responsiveness of global institutions to the needs of Commonwealth countries.

The Economic Policy and Small States (EPSS) Section within EYSDD focuses on strategies to enhance the international economic, financial and development architecture to facilitate growth by advocating for policies which address the needs and vulnerabilities of member countries. This is done through research and analysis, facilitation of discussion and debate, advocacy and consensus building to focus international attention on relevant issues and solutions. Special attention is afforded to Commonwealth small and vulnerable states toward ensuring that international policies, mechanisms, and rules are responsive to their particular needs.

EPSS Section organises and delivers high-level forums such as the annual Commonwealth Finance Ministers (CFMM) and Commonwealth Central Bank Governors (CCBG) Meetings; as well as the Commonwealth - G20 dialogue and the biennial Commonwealth Ministerial Meeting on Small States (CMMSS).

### Job Summary

Reporting to the Senior Director of the Economic, Social and Sustainable Development Directorate, the Adviser and Head of EPSS Section will lead the development and implementation of the Directorate's work program covering international economic and financial development, as well as small states issues. The post holder will also lead with organising high-profile Commonwealth dialogues on these issues such as CFMM and CMMSS and will support the political engagement on small states at Ministerial and Heads of Government level. Furthermore, this post leads on the development and management of technical analyses and assistance, capacity building and cooperation with Member States.

## Task Description

The post holder will:

Proactively lead on the development and implementation of technical programmes; Areas of policy focus include: global macroeconomic developments; building the resilience of small states and the G20 development agenda; among others. Be responsible for management of the policy work pertaining to economic and financing aspects for sustainable development pertaining to Commonwealth countries and aligning with the global development architecture, including programmes on resilience building in small states with a strong focus on promoting and achieving effective Results Based Management. Promote and build consensus within the Commonwealth on key economic and financing for sustainable development.

Monitor, analyse and evaluate developments in the global economy and development architecture with a view to identifying new opportunities and ensuring that the work programmes are responsive to global developments.

Undertake and manage research and evidence-based analysis on development issues to inform member governments, global policy development and Commonwealth advocacy for relevant reforms of the global development architecture.

Take technical and managerial leadership for the delivery of the annual Commonwealth Finance Ministers Meeting; Commonwealth Central Bank Governors Meeting; Commonwealth outreach and relationship with the G20; biennial Ministerial Meeting on Small States, and other relevant working groups/meetings.

Develop effective proposals for funding and collaborations with external sources including international organisations, education institutions, national governments, other public organisations, and private institutions.

Build effective partnerships, networks with external and internal stakeholders.

Ensure effective management of EPSS Section which include: technical research and analyses, line management of a team of Advisers, professional staff and researchers; preparation of the section's work programme and inputs to the strategic plan; and effective budget and financial management.

Provide technical and policy advice and support to senior management of the Secretariat, and to government officials at a senior level.

Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and the Secretariat's Gender Equality Policy.

Perform any other duties assigned by the Senior Director from time-to-time.

## **Person Specification**

### **Education:**

#### Required:

A Post-Graduate degree in Economics or a relevant post-Graduate degree with strong Economics competency.

#### Desirable:

A PhD in Economics.

### **Experience:**

#### Required:

Proven extensive expertise in international development, particularly international economics and/or finance. Experience of at least 10 years in economic analysis and policy formulation (especially macro-economic, monetary and financial issues at national and international level).

Proven extensive expertise in analytical and policy formulation with international intergovernmental organisations, with a particular focus on macro-economic and sustainable development initiatives.

Experience of providing pro-active, high-level advice and support to senior officials in an international organisation.

Experience of developing strategic partnerships toward advancing sustainable development in Commonwealth member countries.

Demonstrable experience of resource mobilisation and developing successful funding proposals pertaining to relevant economic and sustainable development.

Demonstrable track record of prominent international or regional publications on Economic and development issues.

Extensive experience of working in (or on) developing countries.

Demonstrable experience in managing staff and resources.

Demonstrable track record of project and programme management.

#### Desirable:

Knowledge or experience from working with Commonwealth member states and or institutional knowledge.

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

Directs the energy of the organisation positively towards a common goal

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

Provide high quality professional advice in strategic issues relevant to senior management committee, board of governor & ExCo level. Lead on strategic issues.

July 2022