

JOB AND TASK DESCRIPTION

Job Title:	Programme Coordinator
Division:	Economic, Youth and Sustainable Development Directorate
Grade:	K

Reports To:	Adviser and Head, Debt Management Unit
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General Information

The Commonwealth is a voluntary association of 56 independent and equal sovereign states. Its unique strength lies in the combination of its diversity and shared inheritance. The Commonwealth Secretariat in London is the principal intergovernmental agency of the Commonwealth and its backbone, promoting democracy, rule of law, human rights, good governance, and economic and sustainable development. The Commonwealth Secretariat convenes ministerial and other high-level meetings and provides guidance and support to our member countries on policy making, technical assistance and advisory services. We support governments to help achieve their sustainable development goals (SDGs).

The Economic, Youth & Sustainable Development Directorate (EYSDD) is responsible for the Secretariat's technical programmes on global, regional, and national economic and sustainable development. The Directorate plays a key role in helping to identify solutions to economic and environmental challenges encountered by Commonwealth member countries, through evidence-based research, technical assistance and capacity building, policy influence and impact.

The work of EYSDD comprises of three inter-connected sections: (1) Debt Management Unit; (2) Economic Policy and Small States; and (3) Climate Change

The Debt Management Unit (DMU), through its public debt management programme, supports member countries' efforts to effectively manage their debt portfolios. The programme strengthens the policy framework, institutional and legal arrangements, institutional capacity, and management information systems to support prudent and effective debt management in member countries.

Thereby supporting the overall aim of individual member countries to achieve sustainable debt, reduce long-term debt servicing cost, manage the risk of contingent liabilities as well as risks of debt distress. Delivery of the programme is through advisory support and capacity building in debt management.

Integral to the work of DMU is the development and support in the use of the world-leading debt management software solution, Commonwealth Meridian, for recording of debt and lending financial instruments. The system is designed to fully support activities in debt management offices covering the functions of front, middle and back offices. In addition, the Unit supports countries build comprehensive and good quality debt database in line with best practice in debt data statistics and assists in the preparation of debt bulletins.

Job Summary

The Programme Coordinator will provide programme and operations support to the Unit. The Programme Coordinator assists the Head of DMU and all Unit staff in planning programmes and budgeting, monitoring and management of technical assistance activities and co-ordination of all administrative matters.

Task Description

The post-holder will provide support to the whole Unit and is responsible for the following:

General project management

- Assist DMU staff with coordinating all aspects of DMU project activities, including, planning, resourcing, monitoring and evaluation.,
- Liaises with the Finance & Management Information Section (FMIS) and Strategy, Portfolio, Partnerships and Digital (SPPD), supports DMU staff on Commonwealth Policies and Procedures, Financial Rules, and Regulations (FR&R) and other requirements for efficient project implementation.
- Ensures conformity of project disbursement requests that is aligned with procedures, work plans, and availability of resources.
- Coordinates and participates in experts' recruitment processes together with the Human Resources.
- Reviews submissions for Contracts, Purchase Orders, and related documents prior to final approval.
- Supports best practice approach in working with the Commonwealth Financial Rules and Regulations and other policies to support efficient project implementation.
- Facilitates and assists the team in preparation of project completion reports.
- Ensures final reports and lessons learned are shared within the Unit and with other stakeholders where appropriate.

Financial management

- Works with relevant staff to monitor project budget and to ensure all expenses are within budget allocation.
- Manages processes related to procurement, contracts, partnership agreements with implementing partners, planning, monitoring, administrative and reporting requirements.
- Monitors programme and project expenditure (including payment claims) and provides inputs into the annual budgeting process and to reporting exercises.
- Alerts relevant staff on shortfalls and over expenditure of operating costs.
- Issues Commonwealth Meridian maintenance fee invoices to member countries and tracks payments in coordination with Finance

Administrative

- Provides logistical support, coordinating arrangements for activities, workshops and meetings including organising venue, accommodation, transport, as and when required.
- Draft relevant correspondence for staff when required.
- Liaises with external and internal stakeholders.
- Contracts and support external experts and consultants.
- Oversees DMU travel arrangements.
- Maintains and monitors DMU risk matrix and associated mitigation plans.
- Any other duties as may be assigned.

Person Specification

Education

- First Degree in Business Administration, Management, Finance, Accounting, or related field. Advanced University Degree (master's degree or equivalent) in Business Administration, Management, Finance, Accounting, or related field is desirable.

Experience

- At least five (5) years of demonstrated related work experience, including projects and/or programmes management.
- Experience with financial reporting.
- Experience with monitoring and evaluation of projects.
- Excellent written and verbal communication skills in the English language, with understanding of social media as a professional tool to enhance visibility.
- Computer proficient (Microsoft Office suite, cloud-based document management and on-line project management tools).

Desirable

- Experience working in/with intergovernmental or international NGOs, and with donor organisations.

Skills

The post holder should be able to grasp new processes quickly, work well under pressure and be comfortable working on multiple tasks simultaneously.

Competencies:

Respect for Diversity
<p>Works effectively with people from all backgrounds</p> <p>Treats all people with dignity and respect</p> <p>Treats men and women equally. Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group</p>
Working with Others
<p>Maintains an open, respectful, and professional approach to others</p> <p>Works as a team to achieve shared objectives</p> <p>Uses empathy and cultural awareness to facilitate working relationships</p> <p>Builds rapport with colleagues</p> <p>Identifies individuals internally within Commonwealth Secretariat and externally to help achieve own objectives</p>
Developing & Applying Expertise
<p>Makes attempt to improve knowledge skills and attributes through continued personal development</p>



The Commonwealth

Adapting & Innovating

Adapts to changing circumstances and work demands

Shows a willingness to proactively take on new challenges and responsibilities

Considers ways of doing own job better

Accountability

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs