



## JOB AND TASK DESCRIPTION

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<b>Job Title:</b>	Executive Assistant to Senior Director
<b>Division:</b>	Economic Youth and Sustainable Development Directorate
<b>Grade:</b>	K

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<b>Reports To:</b>	Senior Director, Economic, Youth and Sustainable Development
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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 social and economic development. The Commonwealth provides guidance and support to our member countries on policy making, technical assistance and advisory services to Commonwealth member countries. We support governments to help achieve sustainable, inclusive, and equitable development.

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, environmental challenges encountered by Commonwealth member countries, through evidence-based research analysis, policy influence and impact.

The work of EYSDD is divided into three areas: 1) Climate Change; (2) Debt Management and (3) Economic Policy and Small States.

### Job Summary

The Executive Assistant works directly with the Senior Director, EYSDD providing programmatic and operational support across the thematic areas of the Directorate.

The post-holder supports the smooth running of the Senior Director's office, supporting the coordination of Directorate work. This includes preparing internal and external correspondence; diary management; travel and transportation arrangements; organising official social and representational events; maintaining records; supporting the review of operational responsibilities of the Senior Director including preparation of budgets; preparation of presentations as required; and may be called upon to assist in stand-alone and on-going project work.

The post-holder assists with sensitive and confidential information and liaises with all levels including to communicate as instructed on behalf of the Senior Director.

## Duties

1. Management of Senior Director's Office
  - Review and provide advice on financial and procedural approvals such as mission travel and project payments.
  - Implement protocols for best practice of operational policies on procurement, travel, HR etc within EYSDD and automating processes whenever possible.
  - Organise and follow-up on incoming internal requests for approvals and briefs.
  - Manage the Senior Director's representational and office budget.
  - Manage and coordinate administrative and logistical support at local and international meetings/conferences.
  - Work with Senior Director's office staff and directorate staff collaboratively on programmes and projects. Mentor and line manage staff as required.
  - Organise documents library on SharePoint and strengthen contact management system for the Senior Director's Office
2. Programme and Project Management
  - Support initiation of projects through background research, preparing budget and results framework
  - Support collection of information and data for monitoring and evaluation (M&E) tasks of projects
  - Assist with the coordination of programme work, ensuring the Senior Director is updated on progress of project outputs.
3. Support for Senior Director:
  - Diary management including communicating diary commitments to all relevant stakeholders; ensuring that, both internal and external meetings, the necessary preparatory briefing material is received in a timely manner; and making proposals for longer-term diary commitments in support of the Senior Director's role.
  - Drafting and finalisation of correspondence, and promoting timely responses to correspondence received
  - Managing meetings including attendance, preparing records of such meetings as required, commissioning or preparing briefs where necessary, including on confidential matters, as well as ensuring follow up with activities discussed during meetings.
  - Support Senior Director's social and PR activities.
  - Managing official travel including visa, organising documentation, Daily Subsistence Allowance (DSA); preparing expenses report, acquittals as well as Back to Office Reports (BTORs).
4. Management of Compliance with Organisation Policies
  - Coordinate directorate Procurement and Travel activity, acting as the primary point of contact, providing advice and support in line with the relevant policies while maintaining accurate records and reports including:

- As Directorate Procurement Champion, the post-holder assists the Senior Director and directorate colleagues in adhering with the procurement manual guidelines.
- Coordinate directorate travel plans, budgets and travel request.
- As Directorate Risk Champion, the post-holder works with the Risk Section to coordinate and update the division risk register as part of the project management cycle.
- Other organisational compliance measures as required.

### **Person specification**

#### **Essential:**

- A Degree in any field related to the technical areas of EYSDD.

#### **Desirable**

- A Master's Degree in any field related to the technical areas of EYSDD.
- Experience of working in an international intergovernmental organisation.
- Membership of a professional administrative body.

#### **Experience:**

- At least five years of experience in a similar type of work, working for a senior manager or executive.

#### **Skills:**

Post-holder should be able to demonstrate:

- A high level of discretion and tact in handling sensitive and confidential matters
- An ability to organise, anticipate, plan and prioritise workload and work under high pressure to tight deadlines.
- An ability to interpret and follow complex information and instruction
- Effective written and oral communication and interpersonal skills including in diplomatic situations.
- An ability to support review of programme-related tasks.
- An ability to use own initiative.
- An ability to work effectively as part of a team.
- Demonstrated ability to use Word, Excel, Outlook, PowerPoint and other current technological tools to deliver executive level products.
- Demonstrated commitment to working effectively and sensitively in a multicultural environment.

**Competencies:**

<b>Respect for Diversity</b>
<p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>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> <p>Identifies biases in systems &amp; processes</p>
<b>Working with Others</b>
<p>Regularly shares information of value with colleagues</p> <p>Shows commitment to delivering on key agreements made to colleagues</p> <p>Makes an effort to view a situation from the other party's perspective as well</p> <p>Demonstrates awareness and sensitivity to colleagues' pressures</p> <p>Utilises networks to ensure similar goals are achieved collaboratively</p> <p>Develops long term relationships across cultures and/or geographical boundaries</p> <p>Uses relationships to identify the best people to help in the completion of tasks</p> <p>Tactfully deals with difficult people to gain buy-in and manage their expectations</p>
<b>Developing &amp; Applying Expertise</b>
<p>Takes advantage of opportunities to develop an area of expertise</p> <p>Takes learning from previous experience and applies them appropriately</p> <p>Demonstrates willingness to learn new skills and/or approaches</p>
<b>Adapting &amp; Innovating</b>
<p>Recognises opportunities for improvement and proposes change with impact and effect</p> <p>Helps others evaluate and strengthen ideas</p> <p>Quickly grasps new concepts and how to apply them</p> <p>Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia</p> <p>Will effectively reorganise activities when faced with changing contexts and demands</p> <p>Welcomes and adapts to new ideas and/or approaches</p> <p>Adapts personal style to meet the needs of others</p>



The Commonwealth

### **Accountability**

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs