



Job Description

Post:	Director-General
Reports to:	Chair and Board of Governors
Direct Reports:	Deputy Director-General, Finance Manager, HR Manager, Office Administrator, Executive Assistant

PRIMARY ACCOUNTABILITIES

To provide vision, direction and leadership for the Commonwealth Foundation, working closely with the Board of Governors to deliver the aims of the Foundation and its strategy.

To develop and oversee the implementation of the agreed Strategic Plan and associated work plans. To ensure the strategy incorporates Results Based Management (RBM) techniques and is achievable within the budget and human resources available. To lead the strategic review process every four years.

To develop and maintain high-level relationships with key stakeholders, and build partnerships that will help extend the Foundation's work, including through extra-budgetary funding.

To be an effective ambassador for the Foundation and the Commonwealth more generally. To represent the Foundation on all official business, promoting its work and that of civil society.

KEY ACCOUNTABILITIES

Relationship Management

1. To serve as Secretary to the Board of Governors, providing clear and timely information relating to the affairs of the Foundation. As Secretary, provide necessary papers and information for at least one Board meeting a year, and for Executive Committee meetings and Grants Committees.
2. To liaise with member states on financial and strategic matters. To ensure member states are provided with an understanding of the work of the Foundation within their region and the Commonwealth.
3. To ensure, as far as possible, that all member states are in full membership of the Foundation, with no arrears. To promote the Foundation to any Commonwealth Countries that are not members, in order to gain membership.
4. To represent the Foundation in all Commonwealth countries, working directly with Member Governments and Civil Societies.

Strategy Development and Implementation

1. Work with the Deputy Director-General and staff to ensure a new strategic plan is developed, usually every four years, and to ensure that it is regularly monitored and reviewed
2. Work with the Deputy Director-General, on an integrated strategy that applies a robust Results-based Management approach.
3. Work with the Deputy Director-General on the Foundation's Gender integration strategy.

Quality Management

1. To have oversight of and ultimate responsibility for all affairs of the Foundation, including all human resources management, financial control and the implementation of policies and programmes.
2. To implement systems and processes promote effective and efficient use of its resources, and a good working environment. To ensure these systems are fit for purpose, with appropriate use of technology.
3. Day to day operational and line management, including a focus on performance management and staff development. To establish a culture of high trust, accountability and performance.
4. To promote the values and aims of the Commonwealth in all its work
5. To perform any other reasonable duties and tasks as requested by the Board of Governors.

Visibility

1. Ensure adherence to the Foundation's branding guidelines
2. Promote the values and aims of the Commonwealth and ensure that these are communicated externally
3. Ensure that the communications strategy of the Foundation is applied and implements, awareness of the Foundation and the results of its work are mainstreamed, with increasing level of awareness across the Commonwealth

PERSON SPECIFICATION

1. Commitment to the Foundation's vision, mission and values.
2. A Commonwealth citizen (see Commonwealth countries listed by Region <https://commonwealthfoundation.com/where-we-work>)
3. Excellent knowledge of the Commonwealth.
4. Extensive experience in leadership and management at a senior level in an international development organisation, demonstrating proven ability to motivate a team and embed a culture of learning.
5. Experience of leading in areas of policy, finance and human resources.
6. Experience of strategy development.
7. An excellent understanding of civil society organisations and the field of participatory governance.
8. Has wide experience of working in developing country(ies), with a good knowledge and understanding of international development issues in a commonwealth setting, trends and approaches and their relevance and application at a national, regional and international level.

9. Demonstrable experience of working with senior government officials, with a high level of diplomatic ability in a multi-lateral setting.
10. A sound understanding of monitoring and evaluation methodologies, including Results Based Management (RBM), with in country experience.
11. Strong interpersonal, advocacy and communication skills.
12. Experience of working with gender intersectionality issues and ability to integrate into project planning.
13. Good IT skills, particularly MS Office
14. Well-organised, resourceful, pays attention to detail and with good planning and problem-solving abilities.
15. Desirable to have a post graduate degree related to international development, development studies, economics, social sciences, public administration, or democracy and governance.

More information can be found at : <https://commonwealthfoundation.com/about-us/>

The Foundation MOU which relates to the this role can be found at:

<https://commonwealthfoundation.com/resource/commonwealth-foundation-memorandum-of-understanding-2/>