



Recruitment pack

Director-General

INTRODUCTION

Since 2012 the Commonwealth Foundation has focussed on building a culture of people's participation, and we are now looking for our next Director-General to lead the organisation.

The Foundation has been developing the capacity of civil society to play its part in making policy and institutions more responsive to people's needs.

To help the Commonwealth Foundation achieve its goals to further civil society participation, our next Director-General must share this vision and have the key skills required to lead an organisation of 25 individuals, working with 46 Member Commonwealth countries that cover one third of the world's population - some 2 billion citizens.

The Director-General, Mr Vijay Krishnarayan, recently said this of his time at the Foundation:

'As I come the end of my two terms as the Director-General of the Commonwealth Foundation I reflect on the great distance the organisation has travelled since 2012. Together, our board, civil society stakeholders and staff have dedicated the Foundation to pluralism and inclusion. It has been a great privilege to lead the organisation, which is unique in the way that it combines an inter-governmental mandate, with a civil society mission. I am confident that the Foundation will go from strength to strength as a partner that delivers development for all. More voices for a fairer world.'





ABOUT THE COMMONWEALTH FOUNDATION

The Commonwealth Foundation believes that the Commonwealth is as much an association of peoples as it is of governments. It is a unique, stand-alone multilateral organisation, funded by and reporting to governments that have given the Foundation a mandate to support civil society. We are therefore dedicated to advancing people's participation in all aspects of public dialogue so that ultimately their quality of life is improved.

The Commonwealth was established in 1949, when the governments of Australia, Canada, Sri Lanka (formerly Ceylon), India, New Zealand, Pakistan, South Africa and the United Kingdom came together. These eight countries declared themselves to be 'united as free and equal members', co-operating together in the pursuit of peace, liberty and progress. More than six decades later and membership has grown to 53 countries; the Foundation now counts 46 of those countries as members.

The Commonwealth Foundation was registered as a Charitable Trust and came into being under English law on 1 March 1966, primarily to support the associations of professionals. Throughout the 1970s the concept of non-governmental organisations (NGOs) developed and Commonwealth leaders responded by expanding the mandate of the Foundation. It was reconstituted as an intergovernmental organisation (IGO) in 1982, with a remit to work with a wider range of civic organisations on specific issues including gender equality and culture. In 2012, the Foundation underwent a relaunch, with a revised mandate so that we could more effectively deliver the objectives of strengthening and mobilising civil society in support of Commonwealth principles and priorities.

Our vision is to create a world where every person is able to fully participate in and contribute to the sustainable development of a peaceful and equitable society. Our mission is to support civic voices to share their stories, learn and act together and influence the institutions that shape people's lives. These aims build on Sustainable Development Goal 16, which is the framework for the Foundation's 2017-21 strategy.

KEY RESPONSIBILITIES

As the Director-General's second term comes to an end, the Commonwealth Foundation is looking for a leader capable of building on success and taking the helm as ambassador for civil society in the Commonwealth. With an annual budget of £3 million, the role has responsibility for overseeing the implementation of the Strategy through the work of programme teams dealing with Grants, Participatory Governance & Gender, Commonwealth Writers, Knowledge, Learning & Communications as well as Support Services such as Human Resources, Finance & Operations. The Director-General works closely with the Deputy Director-General, whose role focuses on the day to day operational management of the programmes areas. The role of Director-General has four key areas: relationship management; strategy development and implementation; quality management and visibility. The full details of each area of responsibility can be found in the job description which can be downloaded from the Foundation website.

Relationship management

Serving as Secretary to the Board of Governors, Executive Committee and grants committees. Close liaison with Member States around both financial and strategic matters. Promoting the Foundation to these member countries and to any non-Member Commonwealth Countries in order to gain their membership. Travelling extensively as part of this role, to represent the Foundation in these member countries, working both with member governments and civil society.

Strategy development and implementation

Ensuring the four-year strategic plan is implemented, monitored and reviewed. Working closely with the Deputy-Director General to ensure any new plan is researched and developed cohesively across the organisation. Ensuring the strategy is robust in terms of gender-integration and that it follows clearly the results-based management approach.

Quality management

Overall responsibility for all teams in the Foundation with direct responsibility for the teams in Finance, Human Resources and Operations. Day to day line management of the Deputy Director-General. Ensuring that the values, including cultural diversity are sustained.

Visibility

Promoting the Foundation's values and aims through a robust communications strategy. Ensuring that the results of the work of the Foundation are mainstreamed and that the level of awareness of the Foundation is increased across the Commonwealth.

PERSON SPECIFICATION

We are looking to encourage applications from experienced leaders throughout the Commonwealth. Candidates must be committed to the Foundation's vision the support of civic voices to 'to share their stories, learn and act together and influence the institutions that shape people's lives'.

The core values in the Foundation of diversity, collaboration, integrity and ingenuity will be evident in, and modelled by the Director-General.

Candidates will be required to demonstrate their strengths and/or experience in the following areas:

Skills and experience

- 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.
- Experience of leading in areas of policy, finance and human resources.
- Experience of strategy development.
- 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.
- Demonstrable experience of working with senior government officials, with a high level of diplomatic ability in a multi-lateral setting.
- A sound understanding of monitoring and evaluation methodologies, including Results Based Management (RBM), with in country experience.
- Experience of working with gender intersectionality issues and ability to integrate into project planning.
- A post graduate degree related to international development, development studies, economics, social sciences, public administration, or democracy and governance is desirable.

Personal qualities

- Excellent knowledge of the Commonwealth.
- An excellent understanding of civil society organisations and the field of participatory governance.
- Strong interpersonal, advocacy and communication skills.
- Good IT skills, particularly MS Office
- Well-organised, resourceful, pays attention to detail and with good planning and problem-solving abilities. Additionally, the Director-General needs to be a Commonwealth citizen (see Commonwealth countries listed by Region <https://commonwealthfoundation.com/where-we-work>)

TERMS AND CONDITIONS

International travel as required to represent the Foundation throughout the Commonwealth Countries.

Salary range - £85,000 to £90,000 in UK sterling, gross amount. Based on full time the salary is subject to employee National Insurance contributions and internal tax payments (regardless of nationality).

Contract term - two consecutive terms of three years each.

Gratuity payment - 15% of gross salary tax free payment, which can be used for personal pension scheme contributions. Eligible to withdraw this money at end of first and second contract term.

Group bonus - 2% of gross salary, yearly bonus, taxable.

Annual leave - per full year, 30 working days, plus 8 public bank holidays and 4 privilege days.

Sickness pay - full pay up to total of 13 weeks in any 52 weeks' period.

International incumbent (non UK resident)

Subject to allowances in accordance with International status:

Relocation allowances:

Exempt visa	Visa for right to live and work in the UK processed by the Foundation. Valid for duration of contract term.
Subsistence allowance	Up to one month hotel paid, with standard subsistence payments, upon commencement of employment
Installation grant	7% of starting gross salary at commencement of contract
Transport effects	Personal effects paid up to 1,000 cubic meters from one worldwide location upon joining and leaving employment. Additional cubic meters if applicable - 1,000 if spouse/partner, 100 per dependent child
Home leave flights	Premier Economy flights paid for after two years (mid contract term). For incumbent and family members
Flights	Upon joining and leaving employment Premier Economy flights paid. For incumbent and family members
Termination grant	7% of final gross salary at end of contract
Housing allowance	Set weekly allowance in line with market rates and affordability. Valid for duration of contract term

Other benefits (both UK and international):

- Private medical insurance
- Dental insurance
- Permanent health insurance
- Life assurance

Immunity & privilege

- In line with 1983 immunities and privileges order

Full details of terms and conditions are available from the Human Resources Manager, Mrs Diane Smith at d.smith@commonwealth.int.

HOW TO APPLY

The closing deadline for applications is 12 noon GMT, 23 November 2018.

Interested candidates are directed to the Foundation's website at <https://commonwealthfoundation.com/working-for-us/> to follow the online recruitment process. Candidates will be required to complete the online form and upload:

- A covering note of not more than 2 pages outlining your motivation for applying to this role.
- A full CV, a full employment history showing the more significant positions, responsibilities held, and relevant achievements.

Shortlisted candidates will be invited to an interview in London, UK on **21 and 22 January 2019**. The interview panel includes Commonwealth High Commissioners and due to busy schedules there is no flexibility on these dates. Travel and other expenses will be covered by the Foundation. Notification of invite to interview will be given prior to 20 December 2018.

All candidates should receive an automatic notification that their application has been received, if this notification does not appear by return, please email d.smith@commonwealth.int where receipt can be confirmed.

It is highly desirable that the successful candidate can start in June 2019 to enable a handover with the current incumbent and attendance at the annual Board of Governors' meeting.

