



Job description

Post:	Deputy Director-General
Reports to:	Director-General
Direct reports:	Programme Managers for: Grants, Commonwealth Writers, Participatory Governance & Gender, Learning & Communications

Primary accountabilities

To have overall responsibility for the operational management of the Foundation's programmatic and grant-making priorities. This includes leading implementation of the strategic direction of work in these areas, overseeing the implementation / application of the Foundation's RBM processes and ensuring financial resources are utilised efficiently and effectively.

To work closely with the Director-General in the development and implementation of the Foundation's Strategic Plan and annual work plans in line with its strategic planning cycle, as approved by the Board.

To work closely with the Director-General to ensure the Foundation is provided with the necessary business planning, programmatic design and implementation, financial security and effective human resource management to develop and maintain its Mission.

To work closely with the Director-General in building up relationships with key strategic partners and expanding the Foundation's funding base.

Key accountabilities

Operational management

1. To focus on ensuring the effective performance of programmes - Writers; Participatory Governance and Gender; Knowledge, Learning and Communications; and Grants. To work closely with the programme managers to ensure performance framework targets are met and monitoring and assessment of all projects are undertaken rigorously
2. Lead, manage, develop and mentor the performance of programme managers / direct reports by ensuring teams are high performing, well-motivated and innovative; have clear deliverables by utilising the Project Management system; and remain highly committed to the success of the Foundation
3. Supervise the work of the programme managers and their teams; undertake staff development and performance evaluation through the Foundation's Performance and Review Development system
4. Supervise and manage implementation of the annual programme budgets and submission of quarterly reports through the use of the Foundation's Performance-based budgeting and financial monitoring system, using SAGE
5. Ensure the continuous improvement of knowledge sharing throughout the Foundation's operational processes, including strengthening links between knowledge sharing, information systems, learning and communications; improving integration and facilitating

knowledge exchange across systems; and supporting the Programme Manager, Learning and Communications

6. Working closely with the Director-General to oversee the work of the Foundation related to Commonwealth Ministerial processes such as the Commonwealth Heads of Government Meeting, Commonwealth People's Forum (CPF) and other governance processes at a regional or global level

Development of strategy

1. Work with the Director-General to develop and implement an integrated strategy aligned with the Foundation mission and core values that applies a robust results-based management approach, including developing organisational and programme specific performance frameworks with clear indicators, baseline information, targets and risk register
2. Lead the development and implementation of the capacity development framework as a key strategy in designing and implementing participatory governance projects across the Commonwealth
3. Lead in the development and implementation of the gender integration strategy, including supporting all efforts to integrate gender equality organisationally and its intersectionality in all programmes and ensuring that the 'gender integration guidelines' are fully adhered to
4. Lead in the development and implementation of the civil society engagement and knowledge and learning strategies
5. Assess and provide advice to the Director-General in addressing high risks situations, making adjustments as required to ensure the strategy is achieved

Relationship management

1. Manage and develop relationships with key stakeholders at the highest level of seniority such as civic voice partners, governments, donor communities in- country and other stakeholders; actively identify and nurture new relationship opportunities that will support a strengthening and careful expansion of the Foundation's work and its geographical reach
2. Work with the Director-General in managing relationships with the Board of Governors. This includes providing adequate and timely information relating to the affairs of the Foundation, submitting papers and information in a timely manner to at least one Board meeting a year, plus Executive Committee meetings and Grants Committees. To act in the absence of the Director-General, as appropriate, in preparation for and attendance at such meetings
3. Ensure diplomatic tact and respect for due protocol in dealing with the diplomatic community in London, governments in-country and multilateral organisations in both regional and global settings
4. Act as an ambassador for the Foundation and the Commonwealth more generally, promoting the work of the Foundation and that of its civil society partners
5. Represent the Foundation at meetings, functions and events, some of which may occur outside normal office hours and may involve long-distance travel
6. Work with the Director-General to expand the Foundation's funding base including through securing of external resourcing, ensuring compliance with the Foundation's partnership guidelines

Other

1. Act for the Director-General when he/she is absent on leave or business
2. Take the lead in support of the Director-General on the adherence to the Foundation's branding guidelines

3. Promote the values and aims of the Commonwealth and ensure that these are communicated externally
4. Ensure that the communications strategy of the Foundation is applied and implemented with the goal of increasing levels of awareness of the Foundation and the results of its work across the Commonwealth
5. Perform any other reasonable duties and tasks as requested by the Foundation

Person specification

Essential

1. Commitment to the Foundation's vision, mission and values
2. A Commonwealth citizen (see Commonwealth countries listed by region commonwealthfoundation.com/where-we-work)
3. Excellent knowledge of the Commonwealth
4. Demonstrable experience in management at a senior level in a multilateral / international development organisation including responsibility for financial management and governance;
5. Wide experience of working in developing country (ies); demonstrated knowledge of contemporary approaches to international development issues in a Commonwealth setting;
6. Proven extensive experience in designing and managing development programmes and projects in the field of participatory governance and SDG 16. The experience is to include knowledge of current trends and approaches and how they are applied at a national, regional or international level
7. Proven track record of strategic decision-making and development and implementation of high-level strategic business and operational business plans to successful outcomes
8. Experience in working with, growing income from and reporting to a range of donors including governments and public and private institutions
9. Experience in building relationships with senior stakeholders from external organisations
10. Extensive experience of designing and implementing Results Based Management (RBM) with hands-on country(ies) - specific experience in monitoring and evaluation
11. Excellent understanding of and experience working with civil society organisations at different levels of governance
12. Experience of working with gender intersectionality issues and ability to integrate both gender and rights based approaches into project planning.
13. Strong communication skills both written and verbal and demonstrated skills in group facilitation as well as a high level of diplomatic ability in a multi-lateral setting.
14. Good IT skills, particularly MS Office
15. Well-organised, resourceful, pays attention to detail and with good planning and problem-solving abilities
16. A team player, flexible, quick-thinking and able to work well under pressure.
17. A postgraduate degree related to international development, development studies, economics, social sciences, public administration, or democracy and governance is desirable

More information can be found at commonwealthfoundation.com/about-us/

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

commonwealthfoundation.com/resource/commonwealth-foundation-memorandum-understanding-2018/

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