



Commonwealth Foundation

Recruitment pack

Deputy Director-General

INTRODUCTION

Since 2012 the Commonwealth Foundation has focused on building a culture of people's participation by developing the capacity of civil society to play its part in making policy and institutions more responsive to people's needs.

The Deputy Director-General will work closely with the Director-General and the 46 Member Commonwealth countries to help the Commonwealth Foundation achieve its goals.

The Director-General, Dr Anne Gallagher, said:

'The Foundation plays a vital role in advancing core Commonwealth values of democracy, freedom, human rights and the rule of law. That role will continue to be critical as we move into a future where truly inclusive multilateral cooperation is becoming ever more urgent. As the incoming Director-General I am looking forward to welcoming a Deputy with the skills and commitment we will need in the challenging, exciting times ahead.'

The Deputy Director-General, Ms Myn Garcia, recently said this of her time at the Foundation:

'As I come the end of my two terms as the Deputy Director-General of the Commonwealth Foundation I reflect on the transformation of the organisation, how much we have achieved in supporting people's participation in governance across the Commonwealth and beyond.

'Our systems approach to capacity development for constructive engagement, our cultural initiative, Commonwealth Writers, our Grants Programme and stronger focus on gender and its intersectionality have contributed to stronger civic voices for more inclusive governance. With our partners, we have sharpened our work in support of peace, justice and strong institutions in consonance with Sustainable Development Goal 16 as our member states have noted in 2015. I am confident that the Foundation will continue to grow as a thought leader in development with an international remit. More voices for a fairer world.'

Please note that the Deputy Director-General must be a Commonwealth citizen (see Commonwealth countries listed by Region commonwealthfoundation.com/where-we-work)



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

The Deputy Director General (DDG) will 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 results based management (RBM) processes and ensuring financial resources are utilised efficiently and effectively.

The DDG will work closely with the Director-General in:

- developing and implementing the Foundation's Strategic Plan and annual work plans in line with its strategic planning cycle, as approved by the Board
- ensuring 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.
- building relationships with key strategic partners and expanding the Foundation's funding base.

Full details of each area of responsibility including operational management, development of strategy, and relationship management can be found in the job description which can be downloaded from the Foundation website.



EXPERIENCE, KEY SKILLS AND PERSONAL QUALITIES

The Deputy Director-General (DDG) will have: demonstrable experience in management at a senior level in a multilateral / international development organisation including responsibility for financial management and governance; wide experience of working in at least one developing country ; the ability to demonstrate knowledge of contemporary approaches to international development issues in a Commonwealth setting; and proven extensive experience in designing and managing development programmes and projects in the field of participatory governance and SDG 16.

A postgraduate degree related to international development, development studies, economics, social sciences, public administration, or democracy and governance is desirable.

The DDG will have a proven track record of strategic decision-making and development and implementation of high-level strategic business and operational business plans to successful outcomes; of building relationships with senior stakeholders from external organisations, and growing income from and reporting to a range of donors including governments and public and private institutions.

They will be able to demonstrate their skills in designing and implementing results based management; in monitoring and evaluating programmes; and in working with gender intersectionality issues, with the ability to integrate both gender and rights based approaches into project planning.

Experience and skills will be underpinned by an excellent knowledge of the Commonwealth, of civil society organisations and the field of participatory governance; strong interpersonal, advocacy and communication skills; and good IT skills, particularly Microsoft Office. They will be a team player, flexible, quick-thinking, able to work well under pressure, well-organised with good planning and problem-solving abilities. resourceful, and able to pay attention to detail.

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

TERMS AND CONDITIONS

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

Salary range - £75,000 to £80,000 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 and 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, 12 July 2019.

Interested candidates are directed to the Foundation's website at 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 2 and 3 September 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 in early August 2019.

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.

