

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Recruitment & Training Section
Dhaka

No. 19.00.0000.121.02.010.20(909)/510

13 August 2024

Notice

Sub: Notification of Vacancy for the Post of "Political Affairs Officer, Good Offices and Caribbean Section, Governance and Peace Directorate" of the Commonwealth Secretariat.

The Commonwealth Secretariat has issued Notification of Vacancy for the post of "Political Affairs Officer, Good Offices and Caribbean Section, Governance and Peace Directorate" from the Member States of the Commonwealth. The important features of the post are given below:

Post Description:

- Grade: H;
- Directorate: Governance and Peace Directorate.

Education Requirement:

- Essential: A degree in a relevant subject such as political science, international relations, or law;
- Desirable: A post graduate degree or other relevant qualification.

Work Experience:

- Essential: Minimum of 5 years working experience in intergovernmental work with a focus on international relations, familiarity with the Caribbean region;
- Desirable: Experience of negotiating with governments at senior levels, representing governments internationally, and/or working in an international organization, academia, or conflict resolution related organization.

02. The deadline for sending application is **30 August 2024 at 05:00 PM BST**. The details can be found on the commonwealth's website at <http://thecommonwealth.org/jobs>.

03. Interested officers of the Ministry, both at the headquarters and Bangladesh Missions abroad, may send their letter of Interest to the following email address by **18 August 2024** to apply for the above post as instructed in the circular:

as.randt@mofa.gov.bd

Encl: A copy of notification of Vacancy, application guidelines, summary of terms and conditions and job description.



(Marjan Begum)

Senior Assistant Secretary (R&T)

☎: 02223350908

E-mail: as.randt@mofa.gov.bd

Distribution:

5. Officers (All), Ministry of Foreign Affairs, Dhaka.
6. All Bangladesh Missions abroad (except Honorary Consulate).
- ✓ 7. Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (with a request to upload at the Ministry's website)
8. Office copy

Ministry of Foreign Affairs
International Organizations Section
Dhaka

Unofficial Note


Subject: Recruitment notification for the post of Political Affairs Officer, Good Offices and Caribbean Section, Governance and Peace Directorate of the Commonwealth Secretariat.

The Commonwealth Secretariat has issued a Notification of Vacancy inviting suitable applications for the post of "Political Affairs Officer, Good Offices and Caribbean Section, Governance and Peace Directorate" from the Member States of the Commonwealth.

02. In this context, the Commonwealth Secretariat has attached an application pack including a job description and required qualifications, along with the summary terms and conditions of service in connection with the post. These documents are also available on the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>. The application must include a resume of the applicant, three referees, and a brief covering letter describing pertinent experience and skill in the mentioned field. The application deadline is August 30, 2024, at 1700 BST.

03. Therefore, the Recruitment and Training Section of the Ministry is requested to kindly take the necessary action to circulate this vacancy among the officers of the Ministry and Bangladesh Missions abroad.

Enclosure: As stated



11.08.24

(Md. Raihan Nossain)

Assistant Secretary (International Organizations)

SAS/AS (Recruitment and Training)

U.O. Note No. 19.00.0000.225.51.078.23/345

August 11, 2024



9 August 2024

Notification of Vacancy

Post Title: Political Affairs Officer, Good Offices and Caribbean Section, Governance and Peace Directorate

The Commonwealth Secretariat invites member governments to draw the attention of their citizens to this vacancy and to encourage suitable applications.

All applications will be subject to the Secretariat's competitive recruitment process.

An application pack including a job description and person specification, together with the summary terms and conditions of service applicable to the post, are attached. These documents are also available on the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>

In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post. In making appointments, particularly to senior positions, the Secretary-General also takes into account the representational balance of staff from across the regions of the Commonwealth.

All applications, including those supported by member governments, will be acknowledged. The Commonwealth Secretariat receives an extremely high volume of applications for each role and values each one. You can expect to be notified of the outcome of your application in due course, before the recruitment process concludes.

All applications for the post should include a curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **30 August 2024 at 17:00 BST**

B. Spittles

Ben Spittles
For: Director, Human Resources & Facilities Management Division

Encl.



Political Affairs Officer, Good Offices and Caribbean Section
Governance and Peace Directorate

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the division/unit, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

- You must be a **national of a Commonwealth Country**. You will be required to provide evidence of this if you are shortlisted for the post.
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **satisfactory references**. You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.
- You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.
- Salary on appointment is £59,756 per annum. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions (from which overseas-recruited Diplomatic staff members are exempt).
- The Commonwealth Secretariat's retirement age is 65. You are expected to be able to serve a minimum 3 year term before your retirement age.

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post. Your application should be received no later than **30 August 2024 at 17:00 BST**.

Applications should be made via our online application system at <http://thecommonwealth.org/jobs>.

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team
The Commonwealth Secretariat
E-mail: HQ-Recruitment@commonwealth.int



SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT H

This is a summary of the principal terms and conditions for Pay Point H at the Commonwealth Secretariat. These terms and conditions are non-negotiable. The full terms and conditions are set out in the Commonwealth Secretariat Staff Rules and Regulations which form part of the contract of all staff members.

A. GENERAL

Contract Term Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance, the organisations requirements at that time and availability of funds. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.

Medical Appointments are subject to passing a medical examination.

Security Clearance Appointments are either subject to clearance to the extent that the candidate's own government raises no objection to their suitability for employment or through the provision of a satisfactory Police Check from the candidate's own national police authority.

Probation All appointments are subject to a six-month probationary period. This may be extended at the Secretary-General's discretion for up to another six months.

Period of Notice During probationary service, the appointment may be terminated by the Secretariat giving five weeks' notice. Thereafter employment may be terminated by the Secretariat giving six months, or by the staff member giving three months, written notice.

Annual Leave 30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.

Pension/Gratuity The Secretariat contributes 15 per cent of gross salary to either the Commonwealth Secretariat Workplace Pension Scheme or the Commonwealth Secretariat Gratuity Scheme.

On commencement, Staff members are automatically enrolled into the Workplace Pension Scheme. Thereafter, the staff member can select one of the following three options:

Option 1: The equivalent of 15 percent of an individual's gross salary allocated as employer contribution to the Workplace Pension

Scheme.

Option 2: An amount equivalent to 10 percent of the individual's gross salary allocated as employer contribution to the Workplace Pension Scheme and 5 percent allocated to the gratuity scheme.

Option 3: Opt out of the Workplace Pension Scheme and have 15 percent of an individual's gross salary paid into the Gratuity Scheme This must be done within 30 days following enrolment.

In respect of the Gratuity Scheme each month the Secretariat will pay the equivalent of 15 percent or 5 percent of an individual's gross salary into an interest bearing account. At the end of the contract, the staff member will receive an ex-gratia payment of the cumulative amount including interest. This payment is subject to the Secretary-General's discretion.

Personal contributions to the Workplace Pension Scheme are subject to limits set by HRMC.

Further information on the above schemes can be obtained from Human Resources and Facilities Management Division (HRFM).

Retirement Age

The Commonwealth Secretariat retirement age is 65 years.

Private Healthcare and Dental Cover

The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees, their spouses/officially recognised partners and children. The cover is subject to underwriting conditions

Insurance

Subject to funding, the Secretariat may put in place various insurance schemes for its employees. Where such policies are in place, they shall be subject to the conditions of the underwriters and may change from time to time. Among the insurance policies the Commonwealth Secretariat provides is the Personal Accident/Travel policy. With regard to bodily injury, the underwriters conditions for that policy provide for the following, in respect of pre existing conditions;

Any contributory degenerative condition or disablement (as determined by a Qualified Medical Practitioner) known by the Insured Person to be in existence at the time of sustaining Bodily Injury will be taken into account by Insurers in assessing the level of benefit payable.

Further information on the existing policies would be made available to staff by the Corporate Services Division on request. Staff shall be notified of any changes in the policies as they become necessary from time to time.

Internal tax

In accordance with the Commonwealth Secretariat Act 1966, Staff of the Commonwealth Secretariat are exempt from United Kingdom income tax on their salaries and emoluments on condition that the Secretariat levies its own internal income tax for the benefit of the Secretariat.

Internal tax rates are aligned to UK rates and allowances for the relevant tax year. The rates and allowances are applied proportionately for all staff who join or leave the Secretariat part way through the UK tax year (6th April - 5th April).

Joining the Secretariat part way through the tax year will result in you being placed on emergency tax code. This includes an amount equivalent to the UK annual tax free allowance divided into equal monthly amounts. By applying this rate, you will effectively receive a pro-rated tax free allowance for the portion of the tax year worked at the Secretariat.

Staff who were liable to pay UK tax prior to recruitment may be entitled to a refund of tax from the Her Majesty's Revenue & Customs (HMRC) if they have previous taxed earnings in the tax year of joining the Secretariat. The employee would need to apply to HMRC to determine this. Staff liable to pay tax in other jurisdictions/countries would need to apply to the relevant tax jurisdiction to establish whether they would be entitled to a refund of tax.

Further information on the above schemes can be obtained from the Secretariat Payroll team via Human Resources.

B. APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS

Salary £59,756 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax aligned with UK income tax rates. This salary is fully inclusive. (Please refer to section A for further information about internal tax).

C. APPOINTMENT OF OVERSEAS RECRUITED STAFF (NON UK NATIONALS)

“Overseas Recruited Staff Member” means an officer of the Secretariat whose stay in the UK is contingent upon their employment with the Secretariat. Should such a staff member acquire or have, while employed in the Secretariat, been entitled to British nationality or residential status in the UK the staff member will cease, from the date of acquisition or entitlement, to be an overseas recruited staff member.

Salary £59,756 per annum Gross. Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions

and Commonwealth Secretariat internal income tax aligned with UK income tax rates. (Please refer to section A for further information about internal tax).

Installation and Termination Grant Will be provided on commencement and termination of appointment at 7% of net salary.

Expatriation Allowance Payable on a monthly basis at a rate of 1/12th of 14% of your gross annual salary.

Travel Upon commencement and termination of service, the staff member, and accompanying dependent family members, as defined in the Human Resource Handbook, will have their air travel costs met by the Secretariat in accordance with the Travel and Expense Policy and procedures.

For all journeys, the most direct means of air travel available will be provided. In respect of the accompanying family members the relevant journey must be made within 6 months of the eligible staff member's own journey.

If travel is not at the same time as the member of staff, family members will only be entitled to economy class travel, irrespective of length of journey.

Home Leave The staff member is entitled to home leave once in every three years of qualifying service.

Education Allowance An education allowance will be payable, provided the dependent* child is in continuing full-time education (school and undergraduate level) at the time of the staff member's appointment. The staff member may be entitled to 75% or £18,706 of admissible costs per child per scholastic year.

The admissible cost is subject to a maximum amount of £24,941 per child per scholastic year. Full details of the education assistance policy is available on request.

Transporting Effects on Commencement and termination The Secretariat will pay the cost of transporting by sea a staff member's effects up to 500 cubic feet in the case of a single staff member, and up to 700 cubic feet in the case of a married staff member plus an allowance of 100 cubic feet per dependent child* residing with the head of the family. In addition, up to 15 kilograms of excess accompanied luggage by air will be allowed on joining and termination for the staff member, spouse and each dependent child*. Not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20ft

container (internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000.

***Expatriation
Benefits***

Should the staff member acquire resident status in the UK, the entitlement to expatriate salary and other benefits will cease immediately. Staff claiming these benefits will be required to sign an annual 'residential status certificate'. An improper claim will lead to disciplinary action.

***Temporary
Accommodation***

Upon the staff members arrival in the UK, temporary accommodation will be provided at a Secretariat approved hotel for a period of two weeks.

Should the staff member face difficulty securing private accommodation within the initial two-week period, an additional three weeks stay at the approved hotel will be granted.

The maximum stay at temporary accommodation provided to staff members by the Secretariat is five weeks. The Director, Human Resources may approve an extended stay in case of an emergency or a pandemic.

***Subsistence
Allowance on
commencement
and termination***

Upon the staff members arrival in the UK, for the first two weeks, subsistence allowance at the appropriate United Nations (non-accommodation) rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and dependent children* (50 per cent). This rate will apply whether the staff member and their family stay in Secretariat approved temporary accommodation or not.

At the end of the contract term or upon termination of the contract, for a period of two weeks, subsistence allowance at the appropriate United Nations full rate will be paid in respect of the staff member, their accompanying spouse (75 per cent) and dependent children (50 per cent).

***Diplomatic
Immunities &
Privileges***

There are no diplomatic immunities and privileges attached to the holder of this post. Staff members are expected to observe the laws of the UK and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.

* "Child" means a child dependent upon the employee for main and continuing support and has a legal status with regards to the staff member either as birth parent, legal guardian or legally adopted child.



The Commonwealth

JOB AND TASK DESCRIPTION

Job Title: Political Affairs Officer, Good Offices and Caribbean Sections
Directorate: Governance and Peace Directorate
Grade: H

Reports To: Adviser and Head of Good Offices Section

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 56 member governments in promoting democracy, development, and respect for diversity.

The Governance and Peace Directorate (GPD) is the lead directorate in the Secretariat's high-profile programme for the promotion of democracy and good governance in the Commonwealth. Its work ranges from monitoring and analysis of political developments and the preparation of briefings to, the organisation of election observation and the provision of technical assistance. The directorate works closely with the Secretary-General, providing her with advice and support on all political issues, and particularly in her Good Offices role. The work is often of great sensitivity and to demanding timeframes.

The Political Section is also responsible for organising and servicing the biennial Commonwealth Heads of Government Meetings (CHOGM), the annual Commonwealth Foreign Affairs Ministers' Meeting (CFAMM) and meetings of the Commonwealth Ministerial Action Group (CMAG).

The Caribbean Section is part of the Political Section which is responsible for the Commonwealth's political relations with the member countries and regional organisations in the respective regions. The Good Offices Section coordinates activities undertaken by the Commonwealth Secretariat to implement the Secretary-General's 'Good Offices for Peace' work which is aimed primarily at enhancing peace and democracy through conflict prevention and political dispute mitigation and resolution.

Job Summary

Reporting to the Adviser, Head of Good Offices, the Political Officer will support the Good Offices and the Caribbean Sections' work programmes in promoting Commonwealth fundamental political values, consensus-building, and contributing to conflict prevention efforts in Commonwealth member countries, through monitoring, political analysis, and policy development.

The job combines requirements for sound political judgement, excellent analytical and writing skills, diplomatic skills and sensitivity, effective project management skills, organisational ability, and the requirement to travel overseas as well, sometimes in challenging circumstances.

Task Description

The Political Officer will provide operational support in the Good Offices and Caribbean Sections by:

- Monitoring political developments relevant to Commonwealth member states in the Caribbean region and regularly briefing the Head of Section on country developments.
- Monitoring and analysing developments and developing strategic recommendations on conflict prevention/ resolution and post conflict peacebuilding.
- Supporting the Head of Section on a strategic, substantive and operational basis in undertaking policy development for the Commonwealth's intergovernmental processes and meetings, the provision of advice on meeting objectives; the preparation, editing and coordination of briefing materials for the Secretary-General and Chairs of such meetings; and coordinating the preparation of minutes and following up decisions taken.
- Supporting the good offices engagements of the Secretary-General, Special Envoys, and technical experts, including with planning and organisational and administrative arrangements.
- Conceptualising and developing initiatives/ projects that underpin the long-term objectives of the Good Offices and Caribbean Sections.
- Fostering and nurturing strategic partnerships and working relationships with relevant international organisations and partners, to advance the Commonwealth's objectives and engagement.
- Developing and maintaining networks of key contacts within selected Commonwealth member countries, including representatives of government, opposition, independent institutions, and civil society.
- Keeping abreast of academic and other research in specialised areas which have a bearing on professional duties; and on specialised subjects of importance in the Commonwealth context.
- Supporting the implementation of a multi-disciplinary conflict prevention strategy within the Commonwealth Secretariat and with other organisations.
- Supporting the development of institutional knowledge and capacity for conflict prevention and resolution and post conflict peacebuilding within the Secretariat and member states.
- Supporting the work of the Electoral Support Section (ESS) in the planning, execution and follow-up to Commonwealth election observer missions in Commonwealth Caribbean member countries.

- Participating in missions across the Commonwealth and meeting with relevant external stakeholders, as required.
- Supporting the Head of Section in the administration of the Section.
- Performing any other duties that may be required from time to time.
- Undertaking duty travel as and when required.

Person specifications

Education

- Essential: A degree in a relevant subject such as political science, international relations, or law.
- Desirable: A post graduate degree or other relevant qualification.

Experience

- Essential: Minimum five years' experience in intergovernmental work with a focus on international relations, familiarity with the Caribbean region.
- Desirable: Experience of negotiating with governments at senior levels, representing governments internationally, and/or working in an international organisation, academia, or conflict resolution related organisation.

Competencies:

Respect for Diversity
<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>Changes systems and processes when biases are identified</p>
Working with Others
<p>Promotes teamwork and removes barriers to effective team working.</p> <p>Provides advice and guidance for others sensitively and where appropriate.</p> <p>Establishes ownership for relevant activities from the outset.</p> <p>Develops a wide network, including senior level contacts to facilitate</p>

activities and further own knowledge.

Manages expectations of member states e.g., to ensure the alignment of what is requested and what Commonwealth Secretariat can offer.

Demonstrates an ability to negotiate with and influence senior colleagues and contacts.

Proactively liaises with other divisions, partners & third parties

Managing Resources

Identifies targets for team activities and manages progress against objectives.

Plans and manages activity spend accurately against budget.

Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner.

Effectively motivates team e.g., by recognising and promoting team and individual contribution inter alia.

Recognises strengths and weaknesses in others, structuring teams based on this knowledge.

Drives forward results of others.

Takes ownership for team wellbeing

Decision Making

Considers the relevant justifications for a particular course of action.

Takes context into consideration when making decisions.

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate.

Bases actions and approaches on the root cause of an issue, rather than the symptoms

Accountability

Takes ownership of assigned tasks, honours deadlines.

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

Takes responsibility for own shortcomings and compliances.

Leadership & Development

Mentors' colleagues effectively e.g. by suggesting development goals and providing on the job coaching inter alia

Provides constructive feedback to team members and colleagues with confidence and sensitivity.

Actively seeks feedback on own performance and acts to modify behaviours

where necessary.

Inspires others through own enthusiasm