

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)/ 511

12 August 2024

Notice

Sub: Notification of Vacancy for the Post of "Adviser and Head, Economic Policy and Small States Section (EPSS) of the Economic, Youth and Sustainable Development Directorate (EYSD)" of the Commonwealth Secretariat.

The Commonwealth Secretariat has issued Notification of Vacancy for the post of "Adviser and Head, Economic Policy and Small States Section (EPSS) of the Economic, Youth and Sustainable Development Directorate (EYSD)" from the Member States of the Commonwealth. The important features of the post are given below:

Post Description:

- Grade: E;
- Directorate: Economic, Youth and Sustainable Development Directorate.

Education Requirement:

- Essential: A post-graduate degree in Economics or a relevant post-graduate degree with strong competency in economics analyses;
- Desirable: A PhD in Economics..

Work Experience:

- Essential -Proven Extensive expertise in international development, particularly in international economics and/or finance. Experience of at least 10 years in economic analysis and policy formulation;
 - Proven extensive expertise in research and analyses and policy formulation;
 - Experience of providing pro-active, high-level advice and support to senior officials in an international organization;
 - Experience of developing strategic partnerships toward advancing sustainable development in commonwealth member countries;
 - Demonstrable experience of resource mobilization and developing successful funding proposals;
- Desirable -Knowledge or experience from working with Commonwealth member states and or institutional knowledge.

02. The deadline for sending application is **04 September 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 written 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 and conditions and job description.


(Marjan Begum)

Senior Assistant Secretary (R&T)

☎: 02223350908

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

Distribution:

1. Officers (All), Ministry of Foreign Affairs, Dhaka.
2. All Bangladesh Missions abroad (except Honorary Consulate).
3. Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (with a request to upload at the Ministry's website)
4. Office copy.



8 August 2024

Notification of Vacancy

**Post Title: Adviser and Head - Economic Policy and Small States Section (EPSS);
Economic, Youth and Sustainable Development Directorate (EYSD)**

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 **4 September 2024 at 1700 BST**.

B. Spittles

Ben Spittles

For: Director - Human Resources and Facilities Management Division

Encl.



Adviser and Head - Economic Policy and Small States Section (EPSS); Economic, Youth and Sustainable Development Directorate (EYSD)

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the Directorate/Section, 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 **£92,869** 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 **4 September 2024 at 1700 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



The Commonwealth

JOB AND TASK DESCRIPTION

Job title: Adviser and Head, Economic Policy and Small States
Directorate: Economic, Youth and Sustainable Development Directorate
Grade: E

Reports to: Senior Director - Economic, Youth and Sustainable Development Directorate

General Information

The Economic, Youth and Sustainable Development Directorate (EYSD) is responsible for the Secretariat's programmes on global, regional and national economic, environmental, and sustainable development issues, both contemporary and emerging. A key focus pertains to development for small states and least developed economies. It plays an important role in contributing to achieving sustainable development for Commonwealth countries; including through convening forums for enabling international consensus on relevant solutions. The Directorate undertakes research and analysis and supports member countries with technical assistance and capacity building. EYSD also facilitates dialogue and debate and seeks to build consensus on issues and solutions for enabling sustainable development within the Commonwealth and involving the broader international community purposed to enhancing the responsiveness of global institutions to the needs of Commonwealth countries.

The Economic Policy and Small States Section (EPSS) within EYSD focuses on strategies to enhance the international economic, financial and development architecture to facilitate growth by developing policy recommendations which address the needs and vulnerabilities of member countries. This is done through facilitation of research and analysis, development of policy frameworks, discussion and debate, advocacy and consensus building to focus international attention on relevant issues and solutions. Special attention is afforded to Commonwealth small and vulnerable states to ensure that international policies, mechanisms and rules are responsive to their particular needs.

EPSS organises and delivers high-level forums such as the annual Commonwealth Finance Ministers (CFMM) and Commonwealth Central Bank Governors (CCBG) Meetings; as well as the biennial Commonwealth Ministerial Meeting on Small States (CMMSS).

Job Summary

Reporting to the Senior Director - EYSD, the Adviser and Head - EPSS will lead and undertake technical research, analyses and development of policy recommendations pertaining to the latest international economic and financial development architecture, including a focus on small states issues. Through the evidence-based research and analyses, the post holder will lead the development

of technical assistance and capacity building programmes to support member countries. They will also support with organising Commonwealth dialogues and policy engagement on current economic policy issues for CFMM and CMMSS and other relevant international meetings.

Task Description

The post holder will:

- Have strong economic analytical expertise and proactively lead on undertaking and developing research programmes for providing technical assistance and capacity building for member countries. Areas of research include: current global macroeconomic aspects toward achieving sustainable development to 2030 Agenda and building resilience of small states, amongst others;
- Be responsible for development and management of policy frameworks pertaining to economic and financing aspects for sustainable development relevant for Commonwealth member countries and aligning with global development goals. This will include programmes on resilience building in small states with a strong focus on promoting and achieving effective Results Based Management;
- Support mechanisms for building consensus within the Commonwealth pertaining to current economic and financial policies and programmes;
- Research, analyse and evaluate developments in the global economy and development frameworks with a view to identifying new opportunities and ensuring that EPSS work programmes are responsive to current developmental goals;
- Undertake and manage research, analyses and policy recommendations on global economic and sustainable development issues to inform and provide technical support for member countries, as well as to inform Commonwealth advocacy efforts;
- Support the Senior Director through leading technical and organisational efforts for the delivery of the annual Commonwealth Finance Ministers Meeting; Commonwealth Central Bank Governors Meeting; biennial Ministerial Meeting on Small States, and other relevant working groups/meetings;
- Develop effective proposals for funding and collaborations with relevant external sources including international organisations, education institutions, national governments, other public organisations and private institutions;
- Build effective partnerships and networks with external and internal stakeholders;
- Ensure effective management of the EPSS Section which includes: technical research and analyses, line management of a team of Advisers and Researchers; preparation of the Section's work programme and inputs to the Strategic Plan and and effective budget and financial management;
- Provide technical and policy advice and support to the senior management of the Secretariat and to government officials at a senior level;

- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and the Secretariat's Gender Equality Policy;
- Perform any other duties assigned by the Senior Director - EYSD from time-to-time.

Person Specification

Education

- A post-graduate degree in Economics or a relevant post-graduate degree with strong competency in economics analyses.

Desirable:

- A PhD in Economics.

Experience

- Proven extensive expertise in international development, particularly in international economics and/or finance. Experience of at least 10 years in economic analysis and policy formulation (especially macro-economic, monetary and financial issues at a national and international level).
- Proven extensive expertise in research and analyses and policy formulation with international intergovernmental organisations, with a particular focus on macro-economic and sustainable development initiatives.
- Experience of providing pro-active, high-level advice and support to senior officials in an international organisation.
- Experience of developing strategic partnerships toward advancing sustainable development in Commonwealth member countries.
- Demonstrable experience of resource mobilisation and developing successful funding proposals related to economic and sustainable development.
- Demonstrable track record of prominent international or regional publications on economic and development issues.
- Extensive experience of working in (or on) developing countries.
- Demonstrable experience in managing staff and resources.
- Demonstrable track record of project and programme management.

Desirable:

- Knowledge or experience from working with Commonwealth member states and or institutional knowledge.

Competencies

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect. Treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examines own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Challenges others to rectify biases in behaviour, systems & process.

Communication

Mentors a number of employees at a senior level.

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it.

Directs the energy of the organisation towards a common goal.

Provides an example to others by demonstrating moral courage in the face of challenging circumstances.

Planning & Analysis

Effectively assesses and advises on major programmes/activities at a divisional level.

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals.

Able to interpret incomplete and/or ambiguous information.

Effectively analyses and assesses new or uncertain critical situations.

Adapting & Innovating

Identifies opportunities to improve divisional operations and effectively gains buy-in.

Evaluates the impact of improvement initiatives.

Remains receptive to and encourages innovative ideas from more junior colleagues.

Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances.

Adhering to Principles & Values

Sets an example and embodies Commonwealth Secretariat principles and values.

Demonstrably protects the reputation of the Commonwealth Secretariat.

Interprets and implements Commonwealth Secretariat principles and values.

Ensures that the division/programmes operate in a manner aligned to the values and principles of the organisation.

Leadership & Development

Provides high quality professional advice in strategic issues relevant to the Senior Management Committee, the Board of Governors and at an ExCo level. Leads on strategic issues.

August 2024

SUMMARY OF TERMS AND CONDITIONS FOR
PAY POINT E

This is a summary of the principal terms and conditions for Diplomatic staff 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 £92,869 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 £92,869 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

Staff members will enjoy (provided they are not citizens of, or permanently resident in, the UK) the privileges and immunities appropriate to a diplomatic agent of comparable rank.

This implies full personal immunities extending to the family of the staff member, inviolability of private residence, continuing customs privileges, and purchase without payment of UK tax of motor cars and dutiable spirits.

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. The Secretary-General may waive diplomatic immunity if he/she considers it necessary for the reputation or the best interests of the Secretariat.

* *A Dependant Child is an unmarried natural child or a legally adopted child, who normally resides with the employee and is under the age of 18 or member of an employee's family under 25 and in full-time education. The Secretary-General has discretion to declare a child who is not the natural or legally adopted child to be a dependent child and to waive the age limits and education requirements where the child is differently abled." Unless otherwise specified, no more than three children (as designated by the staff member) will be considered as "dependent" for the purpose of these rules.*