

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Policy & Organization Section
Dhaka

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28 April 2026

Vacancy Notice in Commonwealth Secretariat

Sub: Vacancy Announcement for various positions in the Commonwealth Secretariat Headquarter

The Commonwealth Secretariat is looking for suitable candidates for the following positions:

1. Director, Economic, Trade and Investment Directorate;
2. General Counsel-Legal Affairs;
3. Director of Governance, Strategy and Learning;
4. Adviser, Head-Energy and Natural Resources Section;
5. Head- Private Sector Fundraising.

02. The deadline for sending the application is **15 May 2026 at 17:00 BST**. Detailed information can be found at <https://thecommonwealth.org/jobs>. A copy of the notification of vacancy along with application guidelines, job and task description, summary of terms and conditions of service are attached herewith.

03. Interested officers of the Ministry, both at the Ministry and Bangladesh Missions abroad, may apply for the above posts as instructed in the circular, subject to the permission from the Ministry.

Encl: As stated.

Nawrid 28.4.26

(Nawrid Sharmin)
Director (Personnel & P&O)
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Distribution:

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



Director Economic Development, Trade and Investment Directorate

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the directorate, 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 £120,103 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 **15 May 2026 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

JOB AND TASK DESCRIPTION

Job Title: Director Economic Development, Trade and Investment Directorate

Directorate: Economic, Trade and Investment

Grade: C

Reports To: Deputy Secretary-General (Programmes)

The Commonwealth is a voluntary association of 56 independent and equal sovereign states. Its unique strength lies in the combination of its diversity and shared inheritance. Spanning five regions globally, it includes some of the world's largest, smallest, richest, and poorest countries; 31 of its members are small states, many of them island nations. The Commonwealth is home to 2.6 billion citizens, of which 60% are under the age of 30.

Such diverse members of the Commonwealth are bound together by respect for all states and peoples; by shared values and principles; and by concern for the vulnerable. The Commonwealth operates by consensus of the member states, organised through the Commonwealth Secretariat, and non-governmental organisations, organised through the Commonwealth Foundation.

The Commonwealth Secretariat in London is the principal intergovernmental agency of the Commonwealth and its backbone, promoting democracy, rule of law, human rights, good governance, and sustainable economic development. Reflective of its membership, it is a voice for small states and a champion for youth employment. The Secretariat convenes summits and high-level meetings; executes plans agreed by the Commonwealth Heads of Government; promotes Commonwealth values and principles; and facilitates the work of the Commonwealth family of organisations.

The Directorate plays a key role in helping to identify solutions to economic and social challenges encountered by Commonwealth member countries, through analytical and diagnostic work that promotes design and implementation of evidence-based policy options. Our approach emphasises country ownership and engagement by delivering technical assistance on a demand-driven basis. The Directorate has excelled in particular in its work related to sovereign debt management, economic development of small and other vulnerable states, development of effective mechanisms for increased trade, access to trade, employment and growth and sustainable development.

The Directorate also promotes international debates, dialogues, and consensus on key economic, trade and investment issues affecting small states through global advocacy. It ensures effective partnership with key development institutions and representation in international fora.

THE ROLE

The Director of the Economic, Trade and Investment Directorate will provide vision, leadership, and guidance to the Directorate and the Secretariat. Reporting to the Deputy Secretary-General, the Director will be a member of its Senior Management Committee, chaired by the Secretary-General, playing a leading role in shaping Secretariat strategies and policies, as well as those of the Directorate.

The Director will ensure that the Directorate continues to be at the forefront of thought leadership and innovation in economic development, reflecting the prioritised needs of member states. S/he will have a clear mandate to forge ever-closer partnerships with stakeholders in the international arena to optimize collaboration, enable the directorate's work to maximise its scale and impact, and mobilise resources.

As the leader of the Directorate, the Director will manage a diverse team of highly experienced professionals and support staff who deliver specialised knowledge and technical assistance interventions in their respective fields of specialisation to member countries.

The duties and work programme responsibilities include:

Senior Management of the Secretariat:

- Member of the Senior Management Committee (SMC) which is highest level of decision-making in the Secretariat on policy, coordination and strategic matters.
- Contribute substantively to the development of Secretariat strategies and policies; and /ensure provision of strategic advice to the Secretary-General on innovative and sustainable economic development, particularly in international finance, international and regional co-operation and small states.

Senior Management of the Economic, Trade and Investment Directorate:

- Provide intellectual and thought leadership for the work of the Commonwealth Secretariat in areas of priority identified for the Directorate.
- Lead the Secretariat's engagement in international initiatives on trade policy coherence, investment governance, debt sustainability, and economic transformation to ensure Commonwealth perspectives are reflected in global decision-making.
- Strengthen partnerships with international financial institutions, trade organisations, development banks, investment promotion agencies, and regional economic communities to leverage collaborative opportunities and resource mobilisation for member states.
- Identify, undertake, and pioneer analytical work in the directorate's areas of responsibility with an aim to advocate through key global, regional, and pan-Commonwealth platforms;
- Advocate for enhanced market access, rules-based trading systems, investment protections, and financing mechanisms that specifically address the constraints of small states and vulnerable economies, women and young people.
- Lead the Secretariat's niche work in supporting and promoting the strengthening of resilience and capacity building of small states, and in influencing the responsiveness of international policies and mechanisms to the strategic development and resilience needs of small states;

- Lead and manage Directorate staff, ensuring a transparent environment in which they can achieve professional and personal goals and contribute effectively to the team and Secretariat objectives;
- Deliver strategic outcomes and results consistent with the directorate's mandate as defined in the Commonwealth Secretariat Strategic Plan;
- Institutionalise knowledge management; and ensure strong results-based management practices;
- Ensure sound financial management by managing the Directorate's resources to deliver to time, budget, and agreed quality in keeping with Secretariat policies and procedures.

Representation & Advocacy:

- Represent the Secretariat externally at a senior level and act as an advocate for Commonwealth policy positions at national, regional, and global levels;
- Advocate systemically with key audiences and lead the Secretariat's global advocacy and engagement with leading development institutions;
- Participate in and lead strategic high-level international fora to support effective engagement, impact, and influence in international decision-making in favour of Commonwealth priorities. This includes leading the Secretariat's engagement in the Commonwealth-La Francophonie-G20 Outreach meetings, the G20 Development Working Group, and pan-Commonwealth fora; and
- Strengthen and build partnerships and synergies internally across business units and externally with key institutions, especially international financial institutions (IFIs), amongst others.

Other Responsibilities

- Presents Commonwealth perspectives publicly through interaction with the media, public speaking and other profile-raising activities; and, supports organisation profile-building in collaboration with the Communication Division.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Performs any other duties as may be required from time to time.

PERSON SPECIFICATION

Essential

- A post graduate degree in Economic Development, or a related field;
- At least fifteen years' experience at a senior management and/or advisory level in a role related to sustainable economic development directing and managing teams of multi-disciplinary professionals in governmental or international organizations;
- Extensive experience in sustainable development, including substantial experience working in developing countries;
- Leadership experience in developing and delivering complex economic research and policy-development work;
- Excellent communication skills with significant experience in designing and delivering high impact training and/or teaching programs in fields related to economic and social development;
- Proven track record of people management skills at senior level, including managing senior professionals in areas outside of own area of expertise;
- Evidence of a modern, inclusive leadership style with proven skills in motivating and inspiring a diverse team;
- Skills in leading multi-stakeholder initiatives and multi-lateral processes;
- Track record of creating, managing, and strengthening a variety of strategic partnerships - externally and internally;
- Experience in representation and advocacy that is aligned with the strategy and work of the Commonwealth Secretariat; and
- Evidence of excellent interpersonal skills which promote cooperation with colleagues and partners to guarantee constructive relationships internally and externally.

Desirable

- Prior field-based experience in sustainable development and/or expertise in small states will be an asset.
- Knowledge/expertise of gender, health or education issues in developing countries

COMPETENCIES

Once in post, the Director will be required to demonstrate the following 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 & understanding of diverse points of view and demonstrates understanding in daily work and decision making. Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group. Creates an environment where respect for diversity is embedded in behaviours, systems & processes.
Communication
Establishes a culture of constant, consistent, clear and open communication Ensures information is communicated to and from the top level and filtered through the appropriate channels Communicates effectively with and gains understanding of top level stakeholders e.g. Heads of member states, Permanent Secretaries and staff
Planning & Analysis
Organises work programme with full cognizance of Board of Governor requirements 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 Ability to interpret incomplete and/or ambiguous information Effectively analyses and assesses new or uncertain critical situations
Decision Making
Makes informed decisions that are instrumental to the direction and profile of the Commonwealth Secretariat in general Is confident of making strategic/critical decisions with limited information in time pressured situations

Applies advanced judgement in the approval of corrective action for the resolution of organisation wide issues

Creates a culture that values ownership of decisions and leads by example

Adhering to Principles & Values

Defines Commonwealth Secretariat values

Sets example and embodies Commonwealth Secretariat principles and values

Demonstrably protects the reputation of the Commonwealth Secretariat

Interprets and implements Commonwealth Secretariat principles and values

Leadership & Development (strategic)

Provide vision and overall strategy for the Commonwealth Secretariat

Creates a vision where the reputation of the Commonwealth Secretariat is upheld and consistently evolving

Communicates the Commonwealth Secretariat's vision, achievements and impact in a manner that inspires enthusiasm amongst employees, member states, and external parties

Establishes a culture where the creation and capitalisation of opportunities for staff development and fulfilment is promoted and valued

Provide top level professional advice in strategic issues at management committee, board of governor & EXCO level. Lead on strategic issues.

SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT C

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).

<i>Retirement Age</i>	The Commonwealth Secretariat retirement age is 65 years.
<i>Private Healthcare and Dental Cover</i>	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
<i>Insurance</i>	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.
<i>Internal tax</i>	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	£120,103 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).
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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	£120,103 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).
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Installation and Termination Grant	Will be provided on commencement and termination of appointment at 7% of net salary.
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Expatriation Allowance	Payable on a monthly basis at a rate of 1/12 th of 14% of your gross annual salary.
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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
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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 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.

* “*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.



Adviser and Head - Energy and Natural Resources Section (ENR)

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the directorate, 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 £97,512 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 **15 May 2026 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

JOB AND TASK DESCRIPTION

Job Title: Adviser and Head - Energy and Natural Resources Section (ENR)

Directorate: Climate Change and Ocean Directorate (CCO)

Grade: E

Reports to: Director, CCO

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 Climate Change and Ocean (CCO) Directorate is one of three Directorates of the Commonwealth Secretariat which integrates work on climate change, oceans, energy and natural resources.

Energy and Natural Resources (ENR) Section

The Energy and Natural Resources (ENR) Section within the CCO Directorate is responsible for delivering Commonwealth strategic mandates related to sustainable natural resource management and a just and inclusive energy transition, including renewable energy revolution. ENR's focus is to strengthen the Commonwealth's resilience, especially vulnerable member countries such as small states and Least Developed Countries (LDCs) through:

- **Technical assistance** for the sustainable development and effective governance of natural resources (minerals, oil, gas, renewables), energy sector reforms and frameworks, decarbonisation, institutional strengthening and managing the energy transition. Technical assistance projects include strategic advice, policy formulation, sector reforms (fiscal, legal, contractual, regulatory), revenue management and sovereign funds (e.g. sovereign wealth funds and renewable energy funds), energy transition investment and financing, training & capacity building.
- **Pan-Commonwealth collaborations** with partners and stakeholders to share knowledge and expertise, work on joint projects and initiatives, and provide capacity building and technical support. Examples include the Commonwealth Sustainable Energy Transition Agenda (CSET) **member-led** action groups (e.g. energy literacy, youth, geothermal, methane and rural electrification) and the Commonwealth Critical Minerals Alliance (CCMA).
- **Knowledge products** that increase awareness of Commonwealth perspectives (issues, challenges and solutions) and facilitate implementation of scalable energy and natural resource solutions.
- **Development of inclusive, equitable, energy and natural resources international frameworks**



Job Summary

Reporting to the Director, CCO, the Adviser and Head of Energy and Natural Resources (ENR) Section, operates within the framework of the Commonwealth Secretariat's Strategic Plan and the Directorate's delivery plan and priorities, in consonance with related international obligations and commitments.

The Adviser and Head leads and manages work programmes and the ENR team, ensuring delivery across a portfolio of projects. They will be responsible for defining the strategic direction of the ENR Section with the team, contributing to and implementing the strategic plan, ensuring the effective delivery and alignment of ENR projects and deliverables with CHOGM mandates, maintaining buy-in from key government stakeholders across the Commonwealth, raising awareness and recognition of the ENR work programmes and value proposition, and ensuring that the Secretariat delivers value to member countries.

The Adviser and Head is required to collaborate closely with Director CCOD, other Heads of Section in the Directorate and across the Secretariat, in the implementation of ENR work programmes.

The job involves frequent overseas travel.

Task Description

The post-holder will undertake the following:

Programme Management

- Lead collaborative approaches in defining the overall strategic direction of the ENR work programmes, including setting the operational framework, resource mobilisation strategies and focus for the achievement of strategic outcomes and results envisaged under the Commonwealth Strategic Plan
- Manage the delivery of ENR's advisory services
- Develop and execute strategies to respond to member countries request for assistance
- Manage the ENR budget so that strategic objectives are achieved cost effectively
- Liaise with senior officials across the Commonwealth to ensure that ENR programmes remain relevant to their national objectives
- Co-ordinate ENR-related inputs to Commonwealth fora, briefings, CHOGM preparations and relevant intergovernmental and other meetings



The Commonwealth

- Oversee delivery, reporting, monitoring, evaluation and review of learnings for all projects within the ENR work programmes, in compliance with Secretariat requirements
- Provide intellectual leadership and guidance on technical issues related to ENR programmes
- Strengthen and build strategic partnerships with key stakeholders to develop funding and delivery relationships and source extra budgetary resources (EBR) to support delivery of the section's work
- Work closely across other divisions and directorates in the Commonwealth Secretariat to enhance synergies and build linkages with the ENR work programmes
- Advocate and systematically communicate to key audiences in advancing the work and results of the ENR work programmes and of the Commonwealth Secretariat as a whole
- Contribute to the preparation and delivery of written reports, papers, briefings, webinars and/or presentations
- Contribute to the development of international collaboration to advance delivery of work for the benefit of Commonwealth member countries

Project Delivery

- Provide advice and assist governments to formulate policies and frameworks within the energy and extractive industries areas including:
 - Providing advice and recommendations, both orally and in writing
 - Drafting policy and regulatory instruments, legal or otherwise
 - Engaging the services of technical experts to provide advice and prepare reports
 - Guiding the standard and technical quality of advisory work
- Manage a portfolio of energy and natural resource projects including:
 - Defining project parameters and obtaining project approvals in response to government requests for assistance
 - Managing and monitoring project performance and reporting on implemented projects
 - Leading the work of multi-disciplinary project teams in the office and on mission
 - Defining, mobilising and supervising specialist legal, technical and other contributors to projects provided by external consultants, as required

Team Management

- Manage the ENR team, ensuring delivery of annual work plans and strategic plan outputs



The Commonwealth

- Mentor and support team members through openness, regular team and one-to-one meetings, providing and receiving feedback, utilising coaching approaches to encourage team problem solving, personal development and well-being
- Lead and serve as a role model in integrating mainstreamed issues (Gender and Youth) into the work of the section
- Contribute to a culture of integrated working, cross collaboration, inclusiveness, high-performing team delivery, well-being and learning.

General

- Assist Director with the management and administration of Directorate affairs
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Perform such other duties as may be required from time to time.



Person Specification

Education: A first degree in engineering, public policy, economics or law and post-graduate degree; preferably with specialisation in energy and natural resource management.

Experience: Required:

At least 10 years' experience at a senior level, as an economist, lawyer or policy expert, involved in the energy and extractive industries. Candidates with a legal background should be qualified to practice law in a Commonwealth jurisdiction.

A demonstrable record of successfully leading and managing technical assistance programmes or similar, focused on energy and extractive industry policy, legislation, regulation, taxation and/or revenue management, energy transition and/or energy sector reform.

At least 5 years' experience managing and mentoring a multi-disciplinary team of professionals.

A demonstrable track record engaging with governments and reform of government frameworks, policies and/or laws, in the areas of energy, extractive industries, energy transition or similar.

Experience in advocacy at international forums and development of international frameworks related to energy and natural resources.

Experience in stakeholder engagement and international development, gained in an international or intergovernmental organisation, government ministry or the private sector.

Excellent skills in: project management, budgeting, writing, preparation and delivery of presentations and articulate communication, demonstrated in an international context.

Excellent skills in: mentorship, managing teams, drafting of legal or policy instruments, government policy, strategic planning and development, economic or policy research, negotiations relating to the energy or extractive industry sectors.

Desirable:

Experience: Additional experience that relates to ENR sub-programmes (petroleum, minerals, renewable energy, green financing) which are not the candidate's core area of expertise.



Experience: in diplomatic roles in a national or intergovernmental context. Institutional knowledge of the Commonwealth Secretariat.

Experience: attracting donor funding and implementing donor-funded technical assistance projects that support national governments.

Experience: working with Commonwealth member governments and working in a developing country setting, particularly in small states, small island developing states and/or African countries.

Qualifications: A PhD or Master degree or equivalent professional qualification in a relevant field, with over 20 years international experience including managing team for 10 years or more.



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 in 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 behaviours, systems & processes
Communication
Speaks and writes diplomatically and presents in public fora with charisma Demonstrates professional demeanour and executive presence when meeting stakeholders Respects confidentiality and works to strengthen the trusted advisor status of the Commonwealth Secretariat
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 innovations and opportunities to improve divisional operations/advice and effectively gains buy-in Evaluates the impact of innovations and improvement initiatives Remains receptive to and encourages innovative ideas from colleagues Initiates change that will enable the programme/team to fulfil objectives in light of changing circumstances
Adhering to Principles & Values
Sets 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 division/programmes operate in a manner aligned to the values and principles of the organisation



Leadership & Development

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

Provides top level professional advice in strategic issues at management committee, board of governor & EXCO level. Lead on strategic issues

Takes responsibility for participating in the personal professional development opportunities that the Secretariat provides

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).

<i>Retirement Age</i>	The Commonwealth Secretariat retirement age is 65 years.
<i>Private Healthcare and Dental Cover</i>	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
<i>Insurance</i>	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.
<i>Internal tax</i>	In accordance with the "International Organisations Act 2005", 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	£97,512 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).
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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	£97,512 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).
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Installation and Termination Grant	Will be provided on commencement and termination of appointment at 7% of net salary.
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Expatriation Allowance	Payable on a monthly basis at a rate of 1/12 th of 14% of your gross annual salary.
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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.*



Head Private Sector Fundraising

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the directorate, 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 £97,512 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 **15 May 2026 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 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:

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

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JOB AND TASK DESCRIPTION

Job Title: Head Private Sector Fundraising

Division: Resource Mobilisation and Partnerships

Grade: E

Reports To: Director, Resource Mobilisation and Partnerships

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 Resource Mobilisation and Partnership Division is responsible for the planning, coordination, and implementation of Commonwealth Secretariat's resource mobilisation, and partnerships through strategies and activities to promote the Secretariat's work towards the transformation and resilience building of the Commonwealth Member States and to mobilise the financial resources, in-kind support and strategic partnerships required for that mission.

The division actively promotes and advocates for the Commonwealth Secretariat's strategic priorities with governments, the United Nations system, other intergovernmental organisations, civil society, the private sector, philanthropic organisations, academia, and other potential strategic partners at national, regional, and international levels. It collaborates with all entities within the Secretariat to promote the organization's advocacy priorities, partnership engagements, resource mobilisation, and other outreach activities are coherent and integrated in the Secretariat's activities around the world. It builds and maintains innovative and productive partnerships, ensures best practices in resource mobilisation, and supports the governance mechanisms of the organisation.

The role is envisioned at developing and implementing strategies to secure funding and strategic partnerships with a focus on leveraging the private sector and innovative financing mechanisms required to deliver the Commonwealth mission.

Job Summary

This role involves continuous identifying funding opportunities, building partnerships and relationships with donors, and management of the process of securing and managing grants and other forms of funding.

Under the supervision of the Director of Resource Mobilization and Partnerships and working in close collaboration with the other team members; the Head of Resource Mobilisation (Private Sector) will play an important and significant role in the team and will oversee the following key responsibilities:

- Contribute to the design, coordination, and implementation of a comprehensive resource mobilization strategy, including innovative sources of financing.

- Establish and strengthen donor relations and build a diverse partnership base, including the private sector and regional development banks as well as other multilateral development banks, in line with Secretariat's Strategic Plan.
- Research, analyse, and pursue opportunities for partnerships and new sources of funding.
- Advocate for additional resources for the organisation in general and for key themes identified in the Secretariat's Strategy.
- Keep abreast of the latest resource mobilisation trends, news, and events, as they relate to the Secretariat's Strategy.
- Strategically contribute to the design and execution of regular consultations with donors and potential partners to improve dialogue and mutual understanding.
- Draft official correspondence, funding proposals, and organisational assessments for donors and potential partners, executing as required.
- Lead efficient and timely reporting processes that enhance donor trust and build the Secretariat's credibility.
- Establish strong collaborative relationships with relevant Ministries, Departments and Agencies at Country level.
- Contribute to the Resource Mobilisation and Partnerships team's annual work plan, budget, and activities.
- Support the development of internal capacity in resource mobilisation, including training and mentoring staff on fundraising techniques and donor relations.
- Raise awareness of the Secretariat's work among potential funding partners and donors.

Person Specification

Education:

Essential

Post graduate qualification in business administration, economics, international relations, social or political science, or other relevant areas.

Knowledge and Experience:

- A minimum of ten (10) years of relevant professional experience in resource mobilization and partnership is required.
- Strong aptitude and understanding of the communication aspects of stakeholder engagement (internal and external audiences).
- Demonstrated experience in managing external stakeholder relationships (e.g., donor and implementing partner relationships, or similar background).
- Excellent business-oriented verbal, visual, and written communication.
- Demonstrated experience with navigating political and strategic discussions objectively and diplomatically.
- Experience structuring and analysing quantitative and financial models to inform decision-making.

Skills and Knowledge:

- Demonstrate understanding of the impact of own role on all partners and put the end beneficiary first.
- Strong interpersonal skills working in diverse / multicultural teams.
- Able to multitask in a fast-paced, often rapidly changing environment.
- Proficiency in Adobe Suite, Microsoft Office Suite, Drupal, and CRM tools.
- Proactiveness and strong attention to details.
- Capable of working under pressure and handling stress.
- Keen sense of ethics, integrity, and commitment to the Commonwealth's values and mandate.
- Able and willing to travel to field operations.

Languages

- Excellent proficiency in spoken and written English is required.

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.

Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated.

Communication

Establishes a culture of constant, consistent, clear and open communication.

Ensures information is communicated to and from the top level and filtered through the appropriate channels.

Communicates effectively with and gains understanding of top-level stakeholders e.g. Heads of member states and relevant ministers.

Planning and Analysis

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

Balances focus 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 and Innovating

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

Evaluates 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 and Values

Sets 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 division/programmes operate in a manner aligned to the values and

principles of the organisation.

Leadership and Development

Mentors several 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.

Provides top-level professional advice in strategic issues at management committee, board of governor & EXCO level. Leads on strategic issues.



General Counsel - Legal Affairs

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the directorate, 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 £120,103 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 **15 May 2026 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

JOB AND PERSON SPECIFICATION

Job Title: General Counsel , Legal Affairs

Division Office of the Secretary-General

Grade C

Reports To: Deputy Secretary-General(Corporate)
Secretary-General's Office (Matrix dotted)

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 advancing peace, democracy, sustainable development and respect for diversity and human rights.

The Director, Legal Affairs is the organisation's senior legal adviser on issues concerning the operations of the Commonwealth Secretariat. This work spans a range of areas from matters of international administrative law to contractual and human resources staff relations issues.

In addition to having broad legal expertise, General Counsel is expected to be:

- creative, solutions-focussed and financially literate with sound business sense.
- an effective communicator, with strong public diplomacy skills.
- able to draw upon on a robust understanding of the organisation's functions and purpose.

Job Summary

The Director and General Counsel provides legal advice to the Senior Management Committee and other relevant committees of the Commonwealth Secretariat directorates and divisions on a broad spectrum of legal concerns including but not limited to Corporate Governance, International organization laws, litigation and dispute settlement, Contractual obligations and international administrative laws.

Task description

The post-holder is expected to provide strategic legal advice on a wide range of legal issues, including:

- Leading the Secretariat's dispute resolution and litigation strategy, including responses to applications to the Commonwealth Secretariat Arbitral Tribunal.
- Oversees the obtaining of external professional legal advice to the Secretariat and manages a separate budget for external legal advice.
- Manages the multinational staff in the Office of Legal Affairs/General Counsel's Office (GCO), which provides timely legal advice on policy issues to protect the organisation's assets, reputation and interests; manages the GCO budget and external Counsel, using digital means to enhance efficiency.
- The conduct of cases brought before the Commonwealth Secretariat Arbitral Tribunal on behalf of the Commonwealth Secretariat.
- The legal aspects of human resources matters, including personnel policies and procedures for recruitment, grievances, and disciplinary cases.
- The legal aspects of corporate matters, including the development of policies in areas such as procurement and financial management, and legal aspects of change management.
- The privileges and immunities of the Commonwealth Secretariat and its personnel in the host country and abroad.
- Legal, administrative and other diplomatic matters relating to the Commonwealth Secretariat's relationship with the host countries and its Offices across the Commonwealth.
- Ensuring contracts for the supply of goods and services to the Commonwealth Secretariat and its Offices in Geneva and New York are compliant with international law.

In performing their duties, the General Counsel is expected to:

- Comply with the standards of professional conduct, ethics and integrity required of an officer of the law and, at all times, maintain strict confidentiality of matters coming to his/her attention;
- liaise as necessary with governments, regional and international organisations and represent the Commonwealth Secretariat at relevant meetings internally and abroad;
- Deliver consistently under pressure;
- Present papers and presentations in various national and international fora on International Administrative Law as applied by the Commonwealth Secretariat;
- Contribute to the development of wider Secretariat strategies and policies; support and uphold the policies and values of the Secretariat, set an example to colleagues;

- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy;
- Perform any other duties that may be required from time to time.

Person specification

Education:

- A first-class degree in law and qualified to practise law in a Commonwealth Country and a Post Graduate degree in Law or Public International Law.

Desirable:

- Working knowledge of international administrative law and international organisations' law.
- Qualification to practice in England and Wales, being the domestic law jurisdiction of the Host Country at Marlborough House, London.

Experience:

- A minimum of 15 years of relevant post-qualification professional experience with at least eight years in a senior management role.
- Demonstrable track record of providing legal advice at senior level in a majority of, if not all, of the areas listed above. Sound knowledge and professional experience of Public International Law and the application of International Administrative Law to the workings of an international organisation.
- Experience in human resources issues and the operations of an international organisation. Experience of overseeing legal advice on complex employment law matters is highly advantageous.
- Experience in the review of complex Agreements including Grant Agreements, Memoranda of Understanding and complex commercial contracts.
- Highly developed analytical skills and the ability to provide clear and objective written and verbal advice and recommendations.
- Effective interpersonal, communication and negotiation skills, including the ability to interact effectively at senior levels, public diplomacy skills and experience.
- Capacity to work and network effectively with a wide variety of partners and stakeholders internal to the organisation and senior external contacts. Experience of working successfully in a multicultural environment.

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.

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

Creates an environment where respect for diversity is embedded in behaviours, systems & processes.

Working with Others

Collaborates effectively with top level stakeholders.

Creates the opportunities for others to develop partnerships.

Able to persuade, guide and advise stakeholders.

Creates a culture where knowledge sharing and effective collaboration is encouraged.

Developing & Applying Professional expertise

Provides advice to senior internal/external stakeholders (e.g. clients, member countries) on area of expertise if required.

Guides senior colleagues in the resolution of complex and wide-ranging issues when required.

Ensures breadth and depth of knowledge to enable guidance and facilitation in areas that may not be of own expertise.

Acts in the best interest of the organisation demonstrating knowledge and understanding across the organisation.

Provides advice to the SG and DSG on area of expertise.

Adapting & Innovating

Identifies opportunities to improve internal legal structures, processes and/ or outputs, and influences others towards those goals.

Identifies with and considers member states' perspective and provides advisory on areas and initiatives aimed at improving the services provided to them.

Adhering to Principles & Values

Commonwealth Secretariat values are upheld.

Sets example and embodies Commonwealth Secretariat principles and values.

Demonstrably protects the reputation of the Commonwealth Secretariat.

Interprets and implements Commonwealth Secretariat principles and values.

Leadership & Development (strategic)

Supports and provides perspectives on the future vision and overall strategy for the Commonwealth Secretariat.

Helps in incorporating and creation of elements which provide input into a vision where the reputation of the Commonwealth Secretariat is upheld and consistently evolving.

Communicates the Commonwealth Secretariat's vision, achievements and impact in a manner that inspires enthusiasm amongst employees, member states, and external parties.

Helps incorporate a culture where the creation and capitalisation of opportunities for staff development and fulfilment is promoted and valued.

Provide top level professional advice in strategic issues at management committee, board of governor & EXCO level. Lead on strategic issues.

SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT C

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).

<i>Retirement Age</i>	The Commonwealth Secretariat retirement age is 65 years.
<i>Private Healthcare and Dental Cover</i>	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
<i>Insurance</i>	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.
<i>Internal tax</i>	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	£120,103 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).
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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	£120,103 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).
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Installation and Termination Grant	Will be provided on commencement and termination of appointment at 7% of net salary.
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Expatriation Allowance	Payable on a monthly basis at a rate of 1/12 th of 14% of your gross annual salary.
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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
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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 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.

* “*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.



APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the directorate, 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 £120,103 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 **15 May 2026 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



JOB AND TASK DESCRIPTION

Job Title:	Director of Governance, Strategy and Learning
Division:	Secretary-General's Office
Grade:	C

Reports To:	Secretary-General Matrix Reporting also to: Deputy Secretary-General (Corporate) Deputy Secretary-General (Programmes) Chief of Staff
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General Information

The Commonwealth is a voluntary association of 56 independent and equal sovereign states. Its unique strength lies in the combination of its diversity and shared inheritance. Spanning five regions globally, it includes some of the world's largest, smallest, richest, and poorest countries; 33 of its members are small states, many of them island nations. The Commonwealth is home to 2.7 billion citizens, of which 60% are under the age of 30.

The Commonwealth Secretariat in London is the principal intergovernmental agency of the Commonwealth and its backbone, promoting democracy, rule of law, human rights, good governance, and social and economic development. Reflective of its membership, it is a voice for small states and a champion for youth employment. The Secretariat convenes summits and high-level meetings; executes plans agreed by the Commonwealth Heads of Government; promotes Commonwealth values and principles; and facilitates the work of the Commonwealth family of organisations.

Job Summary

The Director, Governance, Strategy and Learning provides strategic leadership to strengthen organisational strategy, results-based management, and institutional learning across the Commonwealth Secretariat. The post-holder will operate at the centre of the Secretariat's governance architecture, ensuring that strategic priorities set by Member States and Senior Management are translated into measurable results, evidence-based decision-making, and adaptive learning across portfolios. The role supports the Secretary-General and Deputy Secretary-General's in driving organisational performance, accountability, and impact at Secretariat-wide level.

The post also serves as the Secretary to the Board, the interface with the Commonwealth Board of Governors and its Policy-Making Organs (PMOs), ensuring robust governance alignment, effective communication, and strategic coherence in support of the institutional reform agenda.

The postholder works closely with the Secretary-General and Deputy Secretary General's, and



in that capacity, manages the Secretariat's relationship with member states and functions and supports high level governance mechanisms such as Commonwealth Heads of Government Meeting (CHOGM) and ministerial meetings.

Task Description

- Develop and implement a structured engagement framework for consistent and transparent dialogue between the Secretariat and all PMOs.
- Facilitate regular strategic consultations and feedback loops with the Board to refine mandates, priorities, and reforms.
- Support the design and rollout of governance KPIs linked to the new Program of Work and CHOGM mandates.
- Provide executive briefings and governance intelligence to senior Secretariat leadership.
- Support capacity-building for Board Members and Secretariat leadership in governance standards, RBM, and fiduciary oversight.
- Lead the development of key reports and briefing packs for the annual and mid-year Board reviews.
- Lead the development, coordination and review of the Commonwealth Secretariat Strategic Plan, ensuring alignment with mandates from Heads of Government, the Board of Governors and Senior Management Committees.
- Provide Secretariat-wide leadership on Monitoring, Evaluation and Learning, including ownership of the Strategic Results Framework, Theory of Change, and corporate performance indicators.
- Oversee the design and implementation of an integrated MEL system that generates high-quality evidence to inform strategic decisions, programme adaptation, resource allocation and reporting.
- Ensure effective corporate performance monitoring, including annual results reporting, mid-term reviews, and contribution to audit and assurance processes.
- Strengthen a culture of accountability, learning and continuous improvement by embedding MEL practices across directorates and programmes.
- Advise the Secretary-General, Deputy Secretary-General, Senior Management Committee and Board on strategic risks, performance trends, and impact evidence.
- Lead Secretariat-wide strategic analyses, horizon scanning and scenario planning to inform long-term positioning and organisational resilience.
- Collaborate closely with Finance, HR, Governance, and Directorates to ensure strategic alignment between planning, budgeting, delivery and people capabilities.
- Represent the Secretariat in external strategic, evaluation and learning forums, including engagement with Member States, donors, and multilateral partners.
- Lead and manage the Secretariat's relationship with member states and functions by ensuring the provision of an effective Secretariat to the Governing Bodies of the Commonwealth (including Board of Governors, Executive Committee, Ministerial Meetings, CHOGM, Accreditation Committee).



- Supporting the Secretary-General and Chairs in developing and drafting agenda for meetings, papers, briefing notes, summary decisions, smooth running of meetings, as well as follow-up and reporting on governance matters.
- Perform any other duties that may be required from time to time.

Person Specification

Education

- A post-graduate degree in International Relations, Political Science, Policy Studies or similar.

Experience and Skills

- At least 15 years' experience in governance, institutional relations, or intergovernmental affairs within multilateral environments.
- Demonstrated understanding of Commonwealth values and operational priorities.
- Proven experience in strategy development, senior-level engagement, and high-level reporting.
- Strong written and verbal communication skills with a track record of diplomacy and discretion.
- Experience in management and leadership roles and evidence of being accustomed to working and succeeding in complex political and governmental settings.
- Substantial people management skills and experience including experience in recruiting and developing high performing and diverse teams, and in managing and supporting change.
- Ability to think strategically, including experience in planning and offering sound operational and tactical advice where required to achieve strategic goals.
- Financial management skills and experience including planning and oversight of budgets.
- Excellent communication skills including public speaking skills that are persuasive and confident in style.
- Good negotiating skills, with demonstrable experience in navigating successfully between differing demands and stakeholders
- Experience in working within different jurisdictions in the Commonwealth.
- Experience with working with a diverse workforce.
- Ability to demonstrate the core corporate values and competencies of the



organisation, including being able to operate in the pan-Commonwealth multi-cultural setting of the Commonwealth Secretariat.

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

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

Creates an environment where respect for diversity is embedded in behaviours, systems & processes.

Communication

Establishes a culture of constant, consistent, clear and open communication

Ensures information is communicated to and from the top level and filtered through the appropriate channels

Communicates effectively with and gains understanding of top level stakeholders e.g. Heads of member states

Planning & Analysis

Organises work programme with full cognizance of Board of Governance requirements

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

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Decision Making

Makes informed decisions that are instrumental to the direction and profile of the Commonwealth Secretariat in general

Is confident of making strategic/critical decisions with limited information in time pressured situations

Applies advanced judgement in the approval of corrective action for the resolution of organisation wide issues

Creates a culture that values ownership of decisions and leads by example

Adhering to Principles & Values

Defines Commonwealth Secretariat values

Sets example and embodies Commonwealth Secretariat principles and values

Demonstrably protects the reputation of the Commonwealth Secretariat

Interprets and implements Commonwealth Secretariat principles and values

Leadership & Development (strategic)

Provide vision and overall strategy for the Commonwealth Secretariat

Creates a vision where the reputation of the Commonwealth Secretariat is upheld and consistently evolving

Communicates the Commonwealth Secretariat's vision, achievements and impact in a manner that inspires enthusiasm amongst employees, member states, and external parties

Establishes a culture where the creation and capitalisation of opportunities for staff development and fulfilment is promoted and valued

Provide top level professional advice in strategic issues at senior management committee, board of governor & EXCO level. Lead on strategic issues.

SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT C

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).

<i>Retirement Age</i>	The Commonwealth Secretariat retirement age is 65 years.
<i>Private Healthcare and Dental Cover</i>	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
<i>Insurance</i>	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.
<i>Internal tax</i>	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	£120,103 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).
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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	£120,103 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).
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Installation and Termination Grant	Will be provided on commencement and termination of appointment at 7% of net salary.
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Expatriation Allowance	Payable on a monthly basis at a rate of 1/12 th of 14% of your gross annual salary.
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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
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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

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Transporting Effects on 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.

* “*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.

21 April 2026

Notification of Vacancies and Request for Interview Chairs

The Commonwealth Secretariat invites member governments to draw the attention of their citizens to the following vacancies and to encourage suitable applications. We would also like to request for High Commissioners to volunteer to chair the interviews for these positions on the dates set out below.

Post	Directorate / Division	Grade	Interview Date	Second Stage Interview Date
Director	Economic, Trade and Investment Directorate	C	29 May 2026	9 June 2026
General Counsel - Legal Affairs	Secretary-General's Office / Deputy Secretary General Corporate Office	C	3 June 2026	11 June 2026
Director of Governance, Strategy and Learning	Secretary-General's Office	C	4 June 2026	12 June 2026
Adviser and Head - Energy and Natural Resources Section	Climate Change and Oceans Division	E	16 June 2026	24 June 2026
Head - Private Sector Fundraising	Resource Mobilisation and Partnerships Division	E	17 June 2026	25 June 2026

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

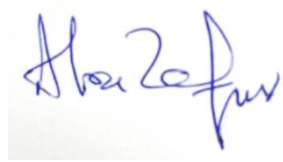
An application pack, including a job description and person specification for each post, together with the summary terms and conditions of service applicable to each of the posts, are attached. These documents are also available on the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>.

In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for these posts. 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. Applicants can expect to be notified of the outcome in due course, before the recruitment process concludes.

All applications for these posts should include a curriculum vitae and three referees, accompanied by a short covering letter setting out relevant experience and skills in relation to the competencies and other requirements for the posts. Applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **15 May 2026 at 17:00 BST**.

High Commissioners who are willing to chair interviews on any of the dates above are kindly requested to email hq-recruitment@commonwealth.int with the dates they are available, as soon as possible and by no later than **17:00 BST on 15 May 2026**.



Alia Zafar
Director
Human Resources & Facilities Management Division

Encl. Job Descriptions and TACOS