

JOB AND TASK DESCRIPTION

Job Title: Programme Assistant

Directorate: Social Policy Development (SPD) -Secretary Generals' Office (SGO)

Grade: M

Reports To: Operations Officer

General Information

The Commonwealth is a voluntary association of 56 independent sovereign states, which cooperate in the common interests of their citizens, to further international understanding, development and democracy. The Commonwealth's membership has great diversity of economic strength, geography and ethnicity, combined with a common heritage of values, language, institutions and democratic traditions. The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association's member governments in advancing democracy, development and respect for diversity.

Social Policy Development (SPD) Section

The SPD Section is a newly established section within the Secretary Generals' Office (SGO) and comprises of four (4) teams including Education, Health, Sports for development and Peace and Youth.

The SPD Section works and collaborates with Commonwealth member governments, leaders and professionals throughout the Commonwealth to develop and implement social policy and programmes for the empowerment of the citizens of the Commonwealth. It focuses on areas of major political, economic, and social importance to the citizens of the Commonwealth based on the mandates received from the Commonwealth Heads of Government Meetings (CHOGM) and the Commonwealth Secretariat Strategic Plan.

The SPD Section aims to support member government, leaders, and professionals to create optimal enabling environments for citizens of the Commonwealth to participate as equal partners in development and democracy. The SPD Section also facilitates and supports representative leaders to build national, regional, and Pan-Commonwealth networks. As well as standalone initiatives, the SPD Section includes collaboration with other Commonwealth Secretariat Divisions to integrate various perspectives across all key facets of the Commonwealth (E.g., economic, political, human rights).

Job Summary

Reporting to the Operations Officer, the Programme Assistant provides administrative support to the Social Policy Development (SPD) Section.

Task Description

- Provides administrative and logistical support to the Section, and across the Directorate as may be required, in relation to meetings; preparing and distributing documentation and materials pertaining to meetings; facilitating experts and staff travel.
- Provides administrative support across the Section, and the Directorate as may be required, in coordinating and compiling material for the preparation of briefs for the Secretary-General, Deputy Secretary-General and Senior Management.
- Contributes to the development of programme and project documentation including status reports, project dashboards, and tracking and analysis of budgetary information across the Section.
- Undertakes logistical preparations for mission-related activities, acting as point of contact on deployment and transport matters; serves as a main point of contact with base hotel regarding mission office, meeting rooms and other logistical arrangements.
- Provides administrative and logistical support for assigned workshops and seminars in London and around the Commonwealth.
- Provides administrative support in the planning, execution and implementation of the Section's programmes.
- Assists in the preparation of low-cost contracts within the Commonwealth Secretariat procurement guidelines.
- Assists with the production of publications including the design, layout, editing and distribution of reports, papers, publications and newsletters.
- Supports with the design and maintenance of the Section's record management content; supports programme staff in the effective use of the Section's filing and records management system.
- Maintains stationery stores for the Section in good order and ensures that stationery orders and requirements for the Section are met.
- Prepares financial data and reports as required; supports the Section's procedures relating to purchase and expenditure transactions on CODA (the in-house financial system).
- Coordinates and maintains the Section's environmental recycling procedures and assist Officers to maintain correct practices.

- Provides support to other teams within SPD as a whole, as and when required.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and in the Secretariat’s Gender Equality Policy; and
- Performs any other duties that may be required from time to time.

Person specification

Education Secondary Qualification to “A” Level or an equivalent vocational qualification.

Desirable Recognised qualification in Public Administration, Business Management or Financial Management.

Experience You will have at least three years’ experience of administrative procedures in an office environment.

Experience using Microsoft Office, especially Word, Excel, and Outlook and in operating financial systems.

Desirable Previous experience in similar roles in governmental, international, or non-governmental institutions.

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

Working with Others

Maintains an open, respectful, and professional approach to others.
 Works as a team to achieve shared objectives.
 Uses empathy and cultural awareness to facilitate working relationships.
 Builds rapport with colleagues.
 Identifies individuals internally within Commonwealth Secretariat and externally to help achieve own objectives

Developing & Applying Expertise

Makes attempt to improve knowledge skills and attributes through continued personal development

Adapting & Innovating

Adapts to changing circumstances and work demands.

Shows a willingness to proactively take on new challenges and responsibilities.

Considers ways of doing own job better

Accountability

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs

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