

JOB AND TASK DESCRIPTION

Job Title: Assistant Programme Officer (Pacific Region)

Directorate: Economic, Youth and Sustainable Development

Grade: Y (Young Professionals Programme)

Reports To: Youth Programme Manager

General Information

The Commonwealth is a voluntary association of 56 independent and equal sovereign countries. 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; 34 of its members are small states, many of them island nations. The Commonwealth is home to 2.5 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 Assistant Programme Officer (Pacific Region) is responsible for providing technical and administrative support to the Section.

The Commonwealth Secretariat delivers the Commonwealth Youth Programme (CYP), working with Commonwealth member governments, youth leaders and youth work professionals to develop and implement policy and programmes for the empowerment of young people. The CYP focuses on areas of major political, economic and social importance to young people, based on mandates received from Commonwealth Heads of Government Meetings and the Commonwealth Secretariat Strategic Plan.

The CYP aims to support member governments, youth leaders and youth professionals to create optimal enabling environments for young people to participate as equal partners in development and democracy. The CYP also facilitates and supports representative youth leaders to build national, regional and pan-Commonwealth networks, drive youth-led action, and have a voice in decision making. As well as stand-alone initiatives, the CYP includes collaboration with other Commonwealth Secretariat Divisions to integrate a youth perspective across all key facets of the Commonwealth (eg economic, political, human rights).

The Assistant Programme Officer (Pacific Region) is responsible for providing technical and administrative support to the Youth Programmes Section of the YTH team, in particular with knowledge of / reference to the Pacific Region. The Youth Programmes Section is focused on design, implementation and management of Pan-Commonwealth youth

programming. Programmatic work includes:

- Advocacy, facilitation and support of Member Governments (and others) to build strong evidence-based, youth-centred policies, programmes and environments;
- Building the capacity and profile of Youth Ministries, Youth Workers & Youth Leaders, and supporting networks and platforms for their engagement;
- Connecting and convening experts and key stakeholders to collaborate and share knowledge on youth development; and
- Developing and demonstrating innovative youth development products and thinking.

The Assistant Programme Officer (Pacific Region) position is for a two-year term, as a part of the Commonwealth Young Professional Programme.

The position may involve some international travel.

Task Description

Contributes to the Section's strategic direction and operational planning, especially with respect to relevant programmatic work, and thereby the Commonwealth Secretariat 4-year Strategic Plan.

Supports Programme delivery by:

- Contributing to the development of context-specific research papers, toolkits, resources, guidelines and training programmes, for use by / with member governments, youth leaders and youth professionals;
- Providing technical input to the design and delivery of programme activity such as events, meetings and workshops;
- Contributing to timely and accurate research on programme design, development, impact and examples of best-fit practice;
- Monitoring the outcomes of technical assistance and programme work, and collating learning in alignment with Commonwealth youth development frameworks and guidelines; and
- Representing the Commonwealth Secretariat in youth networks, forums and meetings as delegated by the Programme Managers.

Supports the Division by:

- Providing administrative support, including correspondence, procurement payments and arranging logistics related to youth programmes work;
- Supporting the coordination of youth programme meetings, groups, networks, communities and on-line content, and providing administrative support to programme activity such as events, meetings and workshops;
- Contributing to development of papers, speeches, presentations and talking points for senior staff;
- Coordinates knowledge management by collecting and disseminating key youth developments and best-fit practice across the Commonwealth;
- Representing the Commonwealth Secretariat in networks, forums and meetings as delegated by line manager;

Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and

Carries out any other appropriate duties as required by the Section's Management for the efficient operation of the organisation in a continually evolving environment.

Person Specification

Education:

Essential

- A bachelor degree or equivalent in youth development. Degrees in related fields such as social sciences or international development may be considered, if combined with relevant experience in youth-led development and democracy initiatives

Desirable

- Post-graduate diploma or a relevant master's degree.

Experience:

Essential

- Has at least one year of demonstrated work experience in the design and delivery of subject relevant development or democracy programmes/projects. The work experience may be gained through a combination of paid employment, volunteer, placement or internship positions;
- Experience of implementing outcomes through sound subject matter knowledge;
- Evidence of ability to carry out in-depth research;
- Is a national from one of the Commonwealth countries in the Pacific region;
- Is able to demonstrate substantial regional knowledge and cultural familiarity of the Pacific region
- Has demonstrated experience in stakeholder engagement.

Desirable

- Working in a developing country;
- Working in/with Government, intergovernmental or international NGO organisations.

Skills

Essential

- A high level of discretion and tact in handling sensitive and confidential matters;
- An ability to organise, anticipate, plan and prioritise workload, and work under high pressure to tight deadlines;
- An ability to interpret and follow complex information and instruction;
- Effective written and oral communication and interpersonal skills, including in diplomatic situations;

- An ability to undertake research and analytical tasks;
- An ability to use own initiative;
- An ability to work effectively as part of a team;
- Microsoft 365, (Word, PowerPoint, Excel, Power BI Platform**) experience;
- Lateral thinking and innovation;
- Demonstrated commitment to working effectively and sensitively in a multicultural environment.

Competencies

Working with Others
<p>Regularly shares information of value with colleagues</p> <p>Shows commitment to delivering on key agreements made to colleagues</p> <p>Makes an effort to view a situation from the other party's perspective as well</p> <p>Demonstrates awareness and sensitivity to colleagues' pressures</p> <p>Develops a wide network, including senior level contacts to facilitate activities and further own knowledge</p> <p>Develops long term relationships across cultures and/or geographical boundaries</p> <p>Uses relationships to identify the best people to help in the completion of tasks</p> <p>Tactfully deals with difficult people to gain buy-in and manage their expectations</p>
Communication
<p>Interacts and communicates effectively with internal/external contacts</p> <p>Ensures information is communicated to all the appropriate people</p> <p>Provides feedback to more senior colleagues effectively, providing justification where necessary</p> <p>Uses the correct method of communication, depending on the message and the audience</p> <p>Anticipates objections in dialogues and prepares convincing responses</p> <p>Writes reports and papers that are succinct accounts of key information</p>
Developing & Applying Professional Expertise
<p>Proactively identifies how to develop specialist knowledge</p> <p>Takes learning from previous experience and applies it appropriately</p> <p>Demonstrates willingness to learn new skills and/or approaches</p>

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

Identifies biases in systems & processes

Adhering to Principles and Values

Adapts professional style to suit different situations with different individuals where appropriate

Takes ownership of assigned tasks, honours deadlines

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

Adapting and Innovating

Recognises opportunities for improvement and proposes change with impact and effect

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Quickly grasps new concepts and how to apply them

Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective

Will effectively reorganise activities when faced with changing contexts and demands

Promotes new ideas that are picked up by senior colleagues

Adapts personal style to meet the needs of others