

**Ministry of Foreign Affairs  
Recruitment & Training Section  
Dhaka**

No. AD-P&O-1022/603

27 July 2017

**Circular**

**Sub: Vacancy announcement for the post of 'Head of Hubs and Spokes Programme' at the Secretariat of Commonwealth**

The **Commonwelath** invites member governments to draw the attention of their citizens to the above vacancy and to encourage suitable applications.

02. The closing date, salary and Qualification of the post are given below:

| Vacancy                           | Salary & terms of service   | Closing date   | Qualification   |
|-----------------------------------|---|----------------|---|
| Head of Hubs and Spokes Programme | Annual salary:<br>£ 87,571 (Subject to NIC and Income Tax deduction)<br><br>Service Term:<br>Contracts of three years | 04 August 2017 | a) Post-graduate qualifications (Economics, Business Administration, Intl. trade law or a related discipline)<br>b) a minimum 10 years of relevant working experience |

03. The applicants can apply online visiting the following website:

<http://thecommonwealth.org/jobs>

The more details about this vacancy will be found at <http://mofa.gov.bd>.

*Encl. Application guideline.*

*Auf Amr 27/07/17*  
(Shah Md Ashraful Alam Mohon)  
Assistant Secretary (R&T)

**Distribution:**

1. Officers at the rank of Directors and above at the Headquarters
2. Officers at the rank of Counsellors and above at all missions abroad



7 July 2017

## Notification of Vacancy

### Post Title: Head of Hubs and Spokes Programme

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

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

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

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

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

All applications for the post should include a curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Friday 4 August 2017 at 17:00 BST**.

**Nigel Morland**  
Chief Operating Officer

Encl.



## Head of Hubs and Spokes Programme

### APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

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

- You must be a **national of a Commonwealth Country**. You will be required to provide evidence of this if you are shortlisted for the post.
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **satisfactory references**. You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.
- You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.
- Salary on appointment is £87,571 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 **Friday 4 August 2017 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](mailto: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

|                         |   |
|-------------------------|---|
| <b>Contract Term</b>    | Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance and the organisation's requirements at that time. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.  |
| <b>Medical</b>          | Appointments are subject to passing a medical examination.  |
| <b>Clearance</b>        | Appointments are subject to government clearance to the extent that person's own government raises no objection to their suitability for employment.  |
| <b>Probation</b>        | 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.   |
| <b>Period of Notice</b> | 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.  |
| <b>Annual Leave</b>     | Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.  |
| <b>Pension/Gratuity</b> | <p>Staff are eligible to join the Secretariat's Gratuity or the Group Stakeholder Pension Plan (GSPP)</p> <p>The Secretariat's Group Stakeholder Pension Plan (GSPP) is a combination of a group personal pension and a stakeholder scheme. Pension benefits reflect the level of personal contributions and the value of the investments in the personal plan on retirement. The Secretariat contributes 15 per cent of gross salary; personal contributions are subject to limits based on a percentage of earnings depending on age.</p> |

Alternatively, staff who do not wish to join the GSPP, may opt to join the gratuity scheme, whereby each month the Secretariat will pay the equivalent of 15 per cent of 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 subject to the Secretary-General's discretion.

Further information on the above schemes can be obtained from the Payroll Section of the Finance & Management Information Section.

***Retirement Age***

The Commonwealth retirement age is 65, and it is expected that candidates would be able to complete a minimum of a three-year contract

***Private Healthcare and Dental Cover***

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

***Insurance***

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

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

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

***B. BRITISH CITIZENS & UK RESIDENTS***

***Salary***

Gross Salary £87,571 per annum subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates.

***C. OVERSEAS DIPLOMATIC STAFF***

"Overseas Diplomatic Staff Member" means an officer of the Secretariat who has been accepted by the UK Foreign and Commonwealth Office as being a citizen of a country



mentioned in section 1(3) of the British Nationality Act 1981, other than a person who is a citizen only of the UK and Colonies, and is permanently resident outside the UK.

**Salary** Gross Salary £87,571 per annum subject to deduction of Commonwealth Secretariat internal income tax paid at UK income tax rates. This equates to a net salary of £63,140 p.a. at today's rates.

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

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

**Travel** Upon commencement and termination of service, the staff member, and accompanying dependent family members, as defined in Staff Rule 69 c and d in the Human Resource Handbook, will have their air travel costs met by the Secretariat, as follows:

|           |   |
|-----------|---|
| Directors | Economy - flights of 10 hours or less<br>Business - all other flights |
|-----------|---|

|                 |   |
|-----------------|---|
| All Other Staff | Economy - where total flight time is less than 10 hrs<br>Business - where total flight time is more than 10 hrs |
|-----------------|---|

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 in accordance with the staff handbook provisions.

**Education Allowance** An education allowance will be payable, provided the dependent\* child is in continuing full-time education 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.

***Transporting  
Effects & Initial  
Appointment  
Arrangement***

The Secretariat will pay the cost of transporting by sea a staff member's effects up to 1,000 cubic feet in the case of a single staff member, and up to 1,500 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. No separate allowance will be made for transporting an automobile and not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20 foot container (with an internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000. For a 40 foot container (with an internal volume of 2000 cubic ft) the value of goods insured is £70,000.

***Subsistence  
allowance &  
accommodation  
on arrival***

When taking up an appointment and provided a staff member stays in approved accommodation, subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and a dependent child\* (50 per cent) for a period of up to two weeks from the date of the staff member's arrival in post. Thereafter, the cost of a furnished apartment will be reimbursed for a period of up to three weeks or until suitable accommodation is secured, whichever is the earlier.

***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.

***Diplomatic  
Immunities &  
Privilege***

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 considers it necessary for the reputation or the best interests of the Secretariat.

\* 'Dependent child' means an unmarried natural or legally adopted child of the staff member, who normally resides with the staff member and who is under the age of 18 years or, a child under the age of 21 years who is in full time attendance at an educational institution. With regards solely to Education Allowance a dependant child is recognised up to the age of 25. The Secretary-General may also declare a child who is not the natural or legally adopted child of the staff member as "dependent" on the basis of the information provided. The Secretary-General may waive the requirements as to age and attendance at an educational institution where the child is totally and permanently disabled. 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.



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## JOB AND TASK SPECIFICATION

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**Job Title:** Head of Hubs and Spokes Programme (Consolidation Phase)

**Division:** Trade Division

**Grade:** E

**Duration:** Fixed-Term to 27 February 2019

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**Reports To:** Director, Trade Division

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### BACKGROUND

Trade development has the potential to make a significant contribution to pro-poor growth and sustainable economic development. However, despite major efforts at trade promotion, reform and diversification, many Eastern and Southern African, Caribbean and Pacific ACP countries have not yet been able to integrate successfully into global markets and participate effectively in the income generating and poverty reducing practices of regional and international trade.

While the trade development challenges are varied, a key aspect has been that the governments of many Eastern and Southern African, Caribbean and Pacific ACP countries have limited human and institutional capacities. This has impeded attempts to take full advantage of the opportunities offered by regional and international trade, and to effectively manage the risks inherent in increased competition and exposure to international markets.

An added challenge is the increasingly congested trade policy agenda that many Eastern and Southern African, Caribbean and Pacific ACP countries are facing. These include:

- Multilateral trade reform through the World Trade Organization (WTO) Doha Round of trade negotiations.
- Compliance with international trade rules, including through the WTO and GATT frameworks.
- Finalisation / Implementation of the Economic Partnership Agreement (EPA) between the European Union (EU) and Eastern and Southern African and Pacific ACP regions.
- Regional integration efforts through the various regional integration initiatives in Eastern and Southern African, Caribbean and Pacific ACP countries.
- As well as an increasing interest in pursuing bilateral Free Trade Agreement (FTA) negotiations with key strategic international trading partners.

The increasingly resource intensive nature of such an active trade policy agenda underscores the need to strengthen trade capacities in the Eastern and Southern African, Caribbean and Pacific ACP countries including at the African Union Commission, COMESA, CARICOM, EAC, OECS, PIFS, SADC Secretariats. This requires





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targeted, demand-driven and coordinated trade-related technical assistance that offers support to short-term trade capacity gaps while building sustainable and lasting trade development outcomes.

### THE HUB AND SPOKES PROJECT

Since 2004, the European Commission (EC), the Commonwealth Secretariat and Organisation Internationale de la Francophonie (OIF) have recognised the scale of the trade development challenges facing many ACP member countries and provided assistance through *The Hub & Spokes Project*. With the support of the ACP Secretariat, from July 2012 donor partners are now able to offer continued trade-related technical assistance to ACP member states through the *Hub & Spokes II Project*.

The Commonwealth Secretariat is responsible for the implementation of the *Hub & Spokes Project* in Eastern and Southern Africa, the Caribbean and Pacific regions as well as at the African Union Commission. The OIF is responsible for the implementation of the project in Central and West Africa.

The overall goal of the *Hub & Spokes Project* is to contribute to sustainable economic development and poverty reduction in ACP countries through closer regional integration and increased participation in the global economy. This will be achieved by enhancing the capacity of ACP countries to formulate suitable trade policy, participate effectively in international trade negotiations and implement international trade agreements.

Through the deployment of Regional Trade Advisers to the African Union Commission or COMESA, CARICOM, EAC, OECS, PIFS, SADC Secretariats, and Trade Advisers/National Trade Advisers to Ministries responsible for Trade in the ACP countries, the *Hub & Spokes Project* is supporting a wide range of trade capacity development activities, including:

- Building institutional capacity for the Secretariats and national trade ministries and organisations responsible for trade policy formulation and negotiations;
- Enhancing skills and expertise of staff in relevant ministries and organisations to undertake and manage the varied tasks associated with trade policy formulation, negotiation and implementation;
- Strengthening national and regional institutions and training organisations so that there is an on-going and sustainable capacity to provide support to countries in these areas;
- Providing technical advice and undertaking studies on trade-related issues;
- Contributing to and coordinating communication mechanisms within and between ACP member countries on trade policy issues and strategies to achieve positive trade policy outcomes;
- Supporting public-private sector engagement on trade policy issues with a view to strengthening the policy-making process and empowering decision-makers through informed analysis and relevant contributions from non-government sectors.

An important component of the *Hub & Spokes Project* is the annual regional planning initiative, where project donors in the Eastern and Southern African,



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Caribbean and Pacific ACP regions identify trade capacity development priorities, required interventions, expected results and opportunities for collaboration.

### TASK DESCRIPTION

The Head of Hub and Spokes Project will:

1. Provide leadership to the Hub and Spokes Project, including managing 'Hubs' (Regional Trade Advisers) and 'Spokes' (Trade Advisers) deployed across ACP countries, and a small team based in London;
2. Provide day-to-day oversight of the project, including ensuring compliance with the associated reporting requirements;
3. Provide intellectual leadership and guidance on trade policy issues related to the activities of the Hub and Spokes Project;
4. Lead the preparation of technical and financial reports, both internal and to the European Commission, in accordance with the Grant Agreement;
5. Ensure implementation of the project outputs within the approved budget, time frame and agreed quality, in compliance with provisions under the Grant Agreement and in adherence with Commonwealth Secretariat and European Commission guidelines;
6. Establish and operationalize the Communities of Practice, including Hub and Spokes and other trade related experts working on Secretariat assignments;
7. Take direct responsibility for the achievement of strategic outcomes and results envisaged under the Hub and Spokes Project;
8. Provide the leadership and management to all staff under the project, in which they can achieve professional and personal goals and contribute effectively to the team and Secretariat objectives;
9. Take responsibility in ensuring governance arrangements put in place, both internal and through the partnership, are strictly adhered;
10. Strengthen and build partnerships with key institutions to promote achievement of the Secretariat's goals to integrate this project with funding from the 11<sup>th</sup> European Development Fund;
11. Work closely across other business units in the Commonwealth Secretariat to enhance synergies and build linkages across projects;
12. Advocate and systematically communicate to key audiences in advancing the work and results of the Hub and Spokes project; and
13. Contribute as required to the development of wider Secretariat strategies and policies.
14. Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.



## The Commonwealth

15. Perform other duties as may be required from time to time.

### PERSON SPECIFICATION

#### Education/Experience Criteria:

- Post Graduate qualifications in Economics, Business Administration, International Trade Law or a related discipline
- A minimum of 10 years working experience in project design and delivery with proven track record of dealing with Regional and/or International Trade issues
- Prior field based experience in the area of trade will be an asset
- Well-developed analytical and people management skills
- Working Knowledge of Europe Union institutions
- Working Knowledge of Economic Partnership Agreements and the Doha Development Agenda

#### 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.

Challenges others to rectify biases in behaviour, systems & process

##### Communication

Mentors a number of employees at a senior level

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

Directs the energy of the organisation towards a common goal

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

##### Planning & Analysis

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

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





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Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

### **Adapting & Innovating**

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

Evaluates impact of improvement initiatives

Remains receptive to and encourages innovative ideas from more junior colleagues

Initiates change that will enable project/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/projects 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

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

April 2017