

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

No. AD-P&O-1022

17 May 2017

Circular

Sub: Applications for the post of Political officer-Asia/Europe Section at The Commonwealth Secretariat

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

02. The applicants can apply online visiting the following website no later than 18 May 2017:

<http://thecommonwealth.org/jobs>

03. The Directors and Senior Assistant Secretaries of the Ministry having five years of working experience and a degree in relevant subject (Political Science, IR) may apply for the post. The gross salary is £59,164 per annum subject to tax deductions. The more details about this will be found at <http://mofa.gov.bd>.

Encl. Application guideline.

Ashraf Alam 17/05/17

(Shah Md Ashraf Alam Mohon)
Assistant Secretary (R&T)
E-mail: aspando@mofa.gov.bd

Distribution:

All Directors/ Senior Assistant Secretaries of the Ministry.



SUMMARY OF TERMS AND CONDITIONS FOR PAYPOINT H

This is a summary of the principal terms and conditions for Pay Point H 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

<i>Contract Term</i>	Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance and the organisations requirements at that time. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.
<i>Medical</i>	Appointments are subject to passing a medical examination.
<i>Clearance</i>	Appointments are also subject to clearance to the extent that the candidate's own government raises no objection to their suitability for employment.
<i>Probation</i>	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.
<i>Period of Notice</i>	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.
<i>Annual Leave</i>	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.
<i>Pension/Gratuity</i>	Staff are eligible to join the Secretariat's Group Stakeholder Pension Plan (GSPP). This 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.

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 including interest. This payment is 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. APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS

Salary £59,164 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates. This salary is fully inclusive.

C. APPOINTMENT OF OVERSEAS RECRUITED STAFF

"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 Gross Salary £59,164 per annum. Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates.

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

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

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

Economy - where total flight time is less than 8 hours
Business - where total flight time is more than 8 hours

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. Please see Rule 81 in the Sutherland Human Resource Handbook for more information.

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 and initial appointment arrangement 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*. 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 20ft container (internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000.

***Subsistence
Allowance***

When first 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 dependent children* (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.

***Diplomatic
Immunities &
Privileges***

There are no diplomatic immunities and privileges attached to the holder of this post. 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.

* '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 dependent 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.



27 April 2017

Notification of Vacancy

Post Title: Political Officer – Asia/Europe Section

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 **Thursday 18 May 2017 at 17:00 BST**.

Dr. Josephine Ojiambo
Deputy Secretary-General, Political

Encl.



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JOB AND PERSON SPECIFICATION

Job Title: Political Officer - Asia/Europe Section

Division: Political Division

Grade: H

Reports To: Adviser and Head - Asia/Europe Section

General Information

The Political Division (POL) is the lead division in the Secretariat's high-profile programme for the promotion of democracy and good governance in the Commonwealth. The division works closely with the Secretary-General, providing her with advice and support on all political issues, and particularly in her Good Offices role. Its work ranges from monitoring and analysis of political developments and the preparation of briefings, to the organisation of election observation and the provision of technical assistance. The work is often of great sensitivity and to demanding timetables.

POL is also responsible for organising and servicing the biennial Commonwealth Heads of Government Meetings (CHOGM), the annual meeting of Commonwealth Foreign Affairs Ministers and meetings of the Commonwealth Ministerial Action Group (CMAG).

The Asia Section is responsible for oversight of the Commonwealth's political relations with the member countries of Asia and Europe, as well as regional and sub-regional organisations, such as the European Union.

Job Summary

The Political Officer monitors international developments in the relevant Commonwealth regions and contributes to the development of the Secretariat's policy on political issues in relation to the countries and international organisations in question by way of briefings, advice, recommendations and support to senior staff.

Task Description

The post holder:

- Provides support in managing and co-ordinating the Commonwealth Secretariat's political relationship with the countries and organisations of assigned responsibility in the concerned regions;
- Prepares briefing materials, talking points and background papers for senior management;



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- Carries out in-depth research on a range of international and issues of relevance to the Section, and provides policy advice/recommendations based on such research;
- Supports the Secretary-General and other senior Secretariat officers by accompanying them at high-level meetings and preparing records of discussion;
- Undertakes official travel abroad with senior colleagues or by himself/herself as directed;
- Develops and maintains contacts with relevant organisations, networks and individuals in the regions/countries of assigned responsibility, including attending events and representing the Secretariat in the relevant for a when called upon to do so;
- Assists with the preparation, coordination and conduct of intergovernmental meetings arranged by Political Division;
- Prepares, edits, co-ordinates and disseminates documentation for such meetings;
- Liaises with representatives of High Commissions and other Senior Officials as needed, especially from countries of assigned responsibility;
- Produces records of the outcomes and discussions of such meetings;
- Supports good offices and electoral observer missions, including by preparing briefs, participating in such missions personally and preparing post-assignment reports;
- Represents the Secretariat externally and contributes to strategic partnerships with the United Nations and relevant regional organisations, non-governmental organisations and academic institutions, as may be required; and
- Performs any other duties as may be assigned from time to time.

Person Specification

Education

A degree in a relevant subject such as political science, international relations or relevant subject.

Desirable:

A postgraduate degree in a relevant subject

Experience

At least five years' experience in relevant fields such as international affairs, international development and government relations, preferably in an international/intergovernmental organisation, government department, or a regional organisation. Candidates must have demonstrable experience and expertise in the Asia and Europe regions, skills in research, drafting, analytical writing, demonstrable experience in public diplomacy and advocacy, and must be familiar with providing recommendations to senior management.



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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.

Changes systems and processes when biases are identified

Working with Others

Promotes team work and removes barriers to effective team working

Provides advice and guidance for others sensitively and where appropriate

Establishes ownership for relevant activities from the outset

Develops a wide network, including senior level contacts to facilitate activities and further own knowledge

Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer

Demonstrates an ability to negotiate with and influence senior colleagues and contacts

Proactively liaises with other divisions, partners & third parties

Managing Resources

Identifies targets for team activities and manages progress against objectives

Plans and manages activity spend accurately against budget

Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner

Effectively motivates team e.g. by recognising and promoting team and individual contribution inter alia

Recognises strengths and weaknesses in others, structuring teams based on this knowledge

Drives forward results of others

Takes ownership for team wellbeing

Decision Making

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms

Accountability

Takes ownership of assigned tasks, honours deadlines.

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

Takes responsibility for own shortcomings and compliances.

Leadership & Development

Mentors colleagues effectively e.g. by suggesting development goals and providing on the job coaching inter alia

Provides constructive feedback to team members and colleagues with confidence and sensitivity

Actively seeks feedback on own performance and acts to modify behaviours where necessary

Inspires others through own enthusiasm



Political Officer - Asia/Europe Section

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 **£59,164** 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 **Thursday 18 May 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