



# The Commonwealth

Adviser, Agriculture & Fisheries Trade Policy  
Trade, Oceans and Natural Resources 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 £73,171 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.

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 **8 September 2020 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 F

This is a summary of the principal terms and conditions for Pay Point F 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).

**Retirement Age**

The Commonwealth Secretariat retirement age is 65 years.

**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.

### *Internal tax*

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 (6<sup>th</sup> 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*

£73,171 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).

### **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*

£73,171 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).

*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 1/12<sup>th</sup> 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 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. 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 (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.

**Subsistence  
Allowance on  
commencement  
and termination**

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 dependent children\* (50 per cent) for a period of up to two weeks from the date of the staff member's arrival. Thereafter, an additional period of three weeks will be granted. The total stay in approved accommodation is for a maximum of five weeks. Two weeks' subsistence allowance will be paid on termination.

**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.

\*"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.



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### JOB AND TASK DESCRIPTION

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**Job Title:** Adviser, Agriculture & Fisheries Trade Policy  
**Directorate:** Trade, Oceans and Natural Resources Directorate  
**Grade:** F  
**Reports To:** Head, Connectivity Agenda Section

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#### General Information

The Trade, Oceans and Natural Resources (TONR) Directorate is one of the three Directorates of the Commonwealth Secretariat. The Directorate brings together work in Trade Policy, Competitiveness, Hub and Spokes and Oceans and Natural Resources. Under the Secretariat's current strategic plan, TONR is responsible for delivering on two strategic outcomes:

- Effective policy mechanisms for increased trade, increased access to trade, employment and business growth and
- Sustainable development of marine and other natural resources, including blue economies.

A significant part of the Directorate's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise.

#### Commonwealth Connectivity Agenda

At the 2018 Commonwealth Heads of Government Meeting, the Commonwealth adopted the Declaration on the Commonwealth Connectivity Agenda for Trade and Investment (CCA). The CCA is a new member-state led initiative to grow Commonwealth trade and investment to US\$2 trillion by 2030 and promote expanded investment to support global growth, create employment, and promote knowledge exchange among Commonwealth members.

The CCA work programme has five main focus areas:

- Digital connectivity focussed on advancing cooperation on digital trade;
- Physical connectivity focussed on advancing cooperation on trade-enabling digital infrastructure;
- Regulatory connectivity focussed on advancing cooperation on the regulatory barriers to trade;
- Supply-side connectivity focussed on advancing cooperation on agriculture and fisheries, and
- Business to business connectivity focussing on public-private dialogue.



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Throughout these areas, inclusive and sustainable trade and the green and blue economies must also be mainstreamed.

To implement the CCA, the Secretariat has established the Connectivity Agenda Section. The Section is responsible for ensuring that the mandate given by the Heads is delivered through effective implementation of the Connectivity Action Plan and other initiatives as decided from time to time by Heads and Commonwealth Trade Ministers.

### Job Summary

The Adviser, Agriculture & Fisheries Trade Policy (i) provides technical leadership to deliver the work under supply side cluster (ii) supports knowledge management (iii) delivers capacity building (iv) advocates for the interests of Commonwealth members in global fora (v) develops and maintains partnerships, and (vi) ensures the efficient administration of their area of work.

### Task Description

The post-holder will undertake the following:

#### Technical Leadership

- Provides technical leadership on the emerging area of digital agriculture and fisheries policies by, amongst other things, developing practical policies and strategies to support members to respond to the role of digitisation on traditional agriculture and fisheries goods and services.
- Mainstreams inclusive trade, focussed on women and youth, and sustainable trade, focussed on the blue and green economies, into the Commonwealth's co-operation on digital agriculture and fisheries.
- Advances the Commonwealth's work on digital agriculture and fisheries in a way that is responsive to member country needs, particularly the needs of small, vulnerable and least developed members.
- Develops and takes forward the organisation of meetings of the Supply Side Connectivity Cluster, supporting member countries to achieve the objectives, actions and initiatives of the working group as envisioned under the Connectivity Action Plan and as modified from time to time.
- Works as part of a multidisciplinary team to deliver the goals of the Connectivity Agenda.

#### Capacity Building and Knowledge Management

- Delivers technical assistance and capacity building to Commonwealth members on digital agriculture and fisheries.





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### Education:

#### Essential

- Post-graduate degree in economics, law or another area relevant to agriculture and fisheries.

### Work Experience:

#### Essential

- At least seven years' relevant experience in international trade gained through a national government involved in policy formulation, regulator, regional or international institution, think tank/research environment or consulting environment.
- Demonstrated experience in the development of agriculture or fisheries policies, strategies, programmes or projects.
- Experience advising senior government officials on agriculture or fisheries trade policy.
- Experience delivering technical assistance activities to government officials and other stakeholders on agriculture or fisheries policy.

### Skills:

#### Essential

The post-holder should be able to demonstrate:

- Strong client orientation, demonstrating an ability to work well with client governments.
- Strong results orientation, demonstrating an ability to ensure that activities achieve outcomes.
- The ability to be flexible and a self-starter, be adaptable and work independently within a team.
- Excellent writing and presentation skills.

### 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



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- Develops toolkits, manuals, guidelines and other policy tools.
- Works with other section staff to ensure that official records of the Supply Side Connectivity Cluster are maintained.
- Facilitates the exchange of information, sharing of knowledge and best practices on agriculture and fisheries in the Commonwealth through the Connectivity Delegates Portal.

### Advocacy

- Contributes to the enhancement of the CCA's visibility and raises public awareness of it at the national, regional and international level.
- Represents the Connectivity Agenda Section in various international working groups on digital agricultural or fisheries trade issues.
- Advocates and influences international frameworks covering digital agriculture or fisheries for the benefit of developing Commonwealth members, particularly small and vulnerable, and least developed members.

### Resource Mobilisation and Partnerships

- Contributes to resource mobilisation to support member countries to implement digital agriculture or fisheries trade policy.
- Establishes and strengthens strategic partnerships with international and regional organisations working on digital agriculture or fisheries trade for the benefit of member countries.

### Administration and Management

- Contributes to the preparation of work plans and budgets, and monitoring and reporting on budget/programme performance in the context of results-based management.
- Ensures that the outputs produced meet high-quality standards and that reports and other documents are clear, objective and based on comprehensive data.

### Cross-cutting

- Performs any other duties as may be assigned.

### Person specification



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discriminate against any individual or group.

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

Manages conflict and works towards mutual solutions.

Identifies organisations with which to partner for specific solutions.

Encourages others and provides them with the autonomy to pursue relationships.

Uses personal influence to establish compromise and agreement when faced with conflict.

Demonstrates balance between directness and diplomacy in negotiations.

Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims.

Encourages and supports others in demonstrating cultural awareness when working with others.

### Developing & Applying Professional Expertise

Summarises/presents technical information in a manner that others can understand.

Acts as a technical advisor to others to facilitate the achievement of desired outcomes.

Uses specialist knowledge to bring an alternative perspective to a situation.

Liaises with stakeholders to facilitate the implementation of recommendations.

Uses experience and advanced technical expertise to support others.

### Decision Making

Determines what can be realistically achieved when deciding on strategic solutions.

Is proactive and responsive in making decisions on complex, technical issues based on appropriate information.

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 and honours deadlines.

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

Takes responsibility for own shortcomings and compliances.



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Supports subordinates, provides oversight and takes responsibility for all delegated assignments.



# The Commonwealth

18 August 2020

## Notification of Vacancy

### Post Title: Adviser, Agriculture & Fisheries Trade Policy

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

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 role, 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 role should include a curriculum vitae and two referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the role. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Tuesday, 8 September 2020 at 17:00 BST.**

Teresa Haskins  
Director  
Human Resources & Facilities Management Division

Encl.