COMMONWEALTH SECRETARIAT

Human Rights Adviser
Human Rights Unit

APPLICATION FOR EMPLOYMENT - SECRETARIAT HEADQUARTERS

You will find attached the job description of the role and general information on the section; the person specification specifically defines the education, experience and competencies required for the post and the summary terms and conditions for the grade of the position.

Before you proceed to apply, either online, ensuring you quote the correct vacancy number, or to our HQ-Recruitment address, please consider if you meet the following generic requirements:

- You must be a national of a Commonwealth country. Please provide evidence with your application
- 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. We will not take up references until after any qualified offer of employment has been made.
- You would 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 £56,552 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates:

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.

Please ensure that you complete the Monitoring Form and return with your application.

Your application should be received no later than on 31 December 2010.

You should also be aware that due to the volume of applications the Secretariat receives and the need to reduce costs, it is our practice to communicate further about this vacancy only with those who are short listed and invited to attend an interview. If you do not hear from us within three months of the closing date, you may assume that your application has not been successful.

Thank you for your interest.

Patricia Copeman
HR Officer
Direct Tel: +44 020 7747 6187
Direct Fax: +44 020 7747 6520
E-mail: HQ-Recruitment@commonwealth.int
JOB AND PERSON SPECIFICATION

Job Title: Human Rights Adviser

Division: Human Rights Unit

Grade: F

Reports To: Head of Human Rights

General information

The Human Rights Unit promotes understanding of, respect for and promotion of human rights across the Commonwealth, in accordance with the principles enshrined in Commonwealth Declarations and in UN human rights instruments.

The Human Rights Unit derives its mandate from various Commonwealth Heads of Government Meeting (CHOGM) Declarations. The 1971 Singapore Declaration, the 1991 Harare Declaration and the 2009 Trinidad and Tobago Affirmation of Values set out the Commonwealth's commitment to human rights.

The Commonwealth Secretariat has strategic goals that include strengthening democracy, promoting rights-based development and respect for human rights within the Commonwealth. The Secretariat has focused much human rights work on determining best practices, strengthening and supporting national and regional human rights mechanisms and increasing the awareness of and respect for human rights throughout the Commonwealth. The Unit also takes responsibility for leading on and facilitating the shaping of rights-based approaches to development within the Secretariat.

The HRU has a major project on Universal Periodic Review and this work is expected to increase in future, involving all members of the team.

Job summary

Under the supervision of the Head of Human Rights, the Human Rights Adviser will be key to the promotion and protection of human rights in the Commonwealth. S/he will develop and implement programmes to increase awareness of internationally recognised human rights standards and assist member countries in the implementation of these. The Human Rights Adviser will also provide advice within the Secretariat on human rights issues and liaise with the UN human rights teams and those of other international and regional organisations as appropriate. The Adviser will have dealings at a senior level with government officials and international and national human rights agencies, often dealing with sensitive issues.

This post will take a lead on a number of thematic areas; these will include UPR, NHRIs, National Action/Strategic Planning and rights issues relevant to the uniformed services. The Adviser will be expected to participate on work to promote ratifications, rights-based development and to shepherd and contribute to Unit publicity and publications. Regionally, s/he will take responsibility for HRU work in Africa and the Caribbean.
Task description

The HRU consists of a small team in which flexibility, mutual support and communication are essential for success. The Human Rights Adviser will work under the supervision of the Head of Human Rights to a wide brief which will include:

- Take a senior role in the human rights team;
- Support, and liaise with, the Head of the Unit in the setting of strategic priorities and in the management of the HRU work programme;
- Under the direction of the Head, provide advice, briefings and other input as appropriate to the Secretary-General and Deputies Secretary General;
- Conduct human rights assessment missions in member countries;
- Attend meetings of governance bodies of the Secretariat as appropriate;
- Undertake/oversee the necessary documentation and systems maintenance for the HRU;
- Supervise interns/HR officers, as directed by the Head of the Unit;
- Represent the HRU and the Commonwealth Secretariat in public and other fora;
- Establish and maintain partnerships and other working relationships with key agencies;
- Develop and deliver programmes to promote all aspects of human rights in member countries;
- Undertake project and budget management;
- Monitor, demystify and publicise developments in human rights, including but not only in law, for member countries;
- Advise Secretariat divisions in mainstreaming human rights values, standards and best practices in their programme design, monitoring, delivery and evaluation;
- Shape and promote rights-based approaches to development in the Secretariat;
- Co-ordinate activities with international and non-governmental organisations working in human rights;
- Organise, and at times deliver, workshops, seminars, conferences and consultations in member countries;
- Bring intellect and creativity to discussions and activities that promote the lived reality of human rights for the people of the Commonwealth.

Person Specification

Education

Essential Qualification at post-graduate level in a discipline relevant to human rights promotion. Preferred subjects include human rights, development, law, politics or social policy.

Experience

Essential At least five years’ experience, at national and international levels, in implementing and promoting best practice in human rights

Experience in the promotion of human rights in more than one country in at least one region of the Commonwealth

Experience of addressing different audiences – such as government officials, politicians, civil society, inter-governmental agencies - in writing and in person.

At least three years’ experience in human rights advocacy with governments.
Desirable

Over five years’ experience in implementing and promoting best practice in human rights.

Over three years’ experience in human rights advocacy with governments.

Experience of delivering human rights training.

Experience of working effectively and collegially in a small team.

Experience of working on UPR, NHRI’s and human rights issues relevant to the uniformed services.

**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.

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

### Working with Others

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

### Managing Resources

Manages programme and cross team activities against specific objectives/results

Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia

Identifies the best method and resources when high level course of action has been identified

Analyses available resources and what activity they will enable

Takes responsibility for multi team/programme activities

Manages diverse motivations of a range of groups in large scale programmes

### 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, honours deadlines.

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

Takes responsibility for own shortcomings and compliances.

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

**Leadership & Development**

Reinforces vision throughout organisation e.g. by acting accordingly inter alia

Identifies and develops leadership skills in others

Empowers others to take control of their own development and progression

Offers sound guidance and direction on complex and critical issues

Maximises the potential of others e.g. by creating suitable opportunities for development inter alia
COMMONWEALTH SECRETARIAT
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. 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 usually of three years. Contracts may be renewed by mutual agreement and subject to fully satisfactory performance. Staff at this level may normally serve for not more than three three-year contracts. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.

Eligibility to work
In the UK
Appointments are subject to eligibility to work in the UK, if applicable.

Medical
Appointments are subject to passing a medical examination.

Clearance
Appointments are also subject to clearance to the extent that the candidate’s own government raises no objection to their suitability for employment.

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
Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 25 working days per year, increasing to 30 days after 10 years continuous service. Leave without pay will not qualify for the earning of salary increments or annual leave entitlement.

The Secretary-General may, upon application made to him/her allow leave entitlements accrued with other official bodies to count towards the 10 year figure.

Pension/Gratuity
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 Group Stakeholder Pension and the gratuity scheme can be obtained from the Finance Section through Mr Michael Jordan on 0207 747 6162.

**Retirement Age**

60th birthday.

**B. APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS**

**Salary**

£56,552 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**

As per Salary for Section B. 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 & Termination Grant**

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

**Accommodation Allowance**

Will be paid monthly at a rate of 30% of gross salary. Please note that this allowance is taxed at UK tax rates.

**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, to assist with tuition fees, board and lodging only, is paid as a reimbursable cost for dependant children* up to the age of 23 provided they are in continuing full-time education in a fee paying institution at the time of the staff member's appointment as follows:

- Up to £3,000 per child per annum for pre-primary school
- Up to £4,000 per child per annum for primary & secondary school
- Up to £5,000 per child per annum, for tertiary education (only for the first tertiary degree)

In cases where a dependent child is in full time education overseas, the amount allocated may be used towards air fares for visits to parent(s) in London.

**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 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. Accommodation allowance will then be payable.

**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.

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* on submission of receipts

*‘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 23. 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.
COMMONWEALTH SECRETARIAT
Human Resources Section

MONITORING FORM - SECRETARIAT HEADQUARTERS

Please complete the form below providing the information to enable us to monitor our recruitment and ensure that our recruitment process is free from bias or unfair discrimination. The Commonwealth Secretariat is committed to observing the principles and practice of Equality of Opportunity in all its activities.

Forename(s) ........................................................................................................

Surname ...........................................................................................................

Nationality ........................................................................................................

Please state ......................................................................................................

Gender

Please indicate with an “X” Male ..........    Female ……….

Date of birth

Day “dd” e.g. “03”  Month “mm” e.g. “10”  Year “yyyy” e.g. “1973”

Disability

Please indicate with an “X” whether you consider you have a disability or not.

Disability:    Yes .............    No.............

If you have indicated “Yes” that you do consider you have a disability please detail in the space below of any special requirements that you may require when attending for interview or group selection activities so that we can consider how to meet those needs to ensure equality of opportunity.

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Where did you see this post advertised?

Please tell us in which publication or on which website you saw this vacancy advertised.

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Thank you for completing these details – please make sure you return your completed form with your application.