

## JOB AND TASK DESCRIPTION

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**Job Title:** Adviser (Gender and Sustainable Development)

**Grade:** F

**Directorate:** Office of the Secretary-General

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**Reports To:** Head of Gender Section

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### Job Summary

The Gender Section is based in the Office of the Secretary-General.

The objective of the Gender Section is to support member states and the Secretariat to advance international, regional and national commitments and protocols on gender equality, including the implementation of the Commonwealth's Strategic and Delivery Plan.

The Section's work under the Strategic Plan is focussed on several priority areas:

- Gender equality mainstreamed in national frameworks, policies and programmes;
- Gender equality mainstreamed in the Secretariat's programmes and projects and through targeted gender projects;
- Gender mainstreamed and women are empowered for economic, social and political development; and
- Implement the Commonwealth's four priorities on gender equality: (i) women's economic empowerment; (ii) women in leadership; (iii) ending violence against women and girls; (iv) gender and climate change.

The Gender Section has three inter-linked functions:

- implementing the Secretariat's gender work, designed to promote women's rights and gender equality in Commonwealth countries through advocacy, policy advice, capacity building, and technical assistance;
- convening triennial meetings of Commonwealth Ministers responsible for Women's Affairs, annual meetings of Commonwealth Women's National Machineries and the Commonwealth Women's Forum as well as the Commonwealth Women's Affairs Ministers Action Group; and
- leading and coordinating systems and mechanisms for effective gender mainstreaming within the Secretariat for sustainable development.

Reporting to the Head of Gender Section, the Adviser will have responsibility for proposing, planning, implementing and reporting on the Gender Section's work on delivering the Secretariat's Strategic Plan with respect to gender equality and women's empowerment. This includes the development of projects and activities to support the strengthening of gender equality in national economic and social development frameworks; and the role of women, men, boys and girls in economic and social development. The post-holder will also

contribute as required to the development of the Secretariat's internal tools and processes to embed gender, including social and development aspects, in all relevant programmes and projects to promote gender equality in the Commonwealth's four priority areas on gender equality.

### **Task Description**

Under the direction of the Head of Gender Section:

- Provide policy advice on gender aspects in the thematic areas of social, economic and sustainable development to the Secretariat and to member countries;
- Within a results-based management framework, design capacity-building programmes and projects, mobilise resources and execute efforts to advance gender equality and women's empowerment;
- Plan and deliver advocacy strategies and support to National Women's Machineries and ministries to raise awareness of gender concerns in the above thematic areas;
- Identify and advance opportunities to develop external partnerships through which the Commonwealth's values and principles, and the Secretariat's work on gender equality can be advanced. This includes with representatives of governments at officials' level, civil society, academia and the private sector;
- Liaise and coordinate with relevant divisions within the Secretariat to support cross-disciplinary collaboration, a more consistent and coherent gender focus, and enhanced delivery of gender outcomes within policies, programmes and operations delivered internally and externally;
- Monitor developments across the Commonwealth in the above thematic areas, develop consolidated reports, and provide analysis on trends and implications for the Commonwealth and the Secretariat;
- Draft and provide other inputs as required to reports, briefs, papers, speeches, minutes and other documentation to guide strategic planning and implementation of Commonwealth gender commitments and targets;
- Provide technical assistance to Secretariat colleagues and to member governments on gender aspects of sustainable social and economic development;
- Provide policy advice, background documentation, and practical support as required in the convening and delivery of Commonwealth meetings convened by the Secretariat to advance gender equality and priorities in the Strategic Plan;
- Undertake other duties as required.

### **Person Specification:**

#### **Education:**

- A graduate or post-graduate qualification in economics, development studies, gender/women's studies, the humanities, social sciences or a related field.

#### **Experience:**

- At least eight years proven track record in the area of gender and socio-economic policy formulation and implementation, programme design and delivery reflecting substantive knowledge in one or more of the following areas: women's economic empowerment, governance and leadership, elimination of gender-

- based violence, sustainable development, and/or gender mainstreaming;
- A sound knowledge of relevant gender systems, tools, strategies, emerging international trends on gender, and multi-disciplinary team approaches;
- A sound understanding of gender equality as an enabler and accelerator for sustainable development;
- A proven commitment to gender equality, women’s advancement, and promoting transformative change pertaining to women’s rights; and,
- Demonstrable team spirit and proven capacity to network and build effective partnerships and work collaboratively on programmes/projects activities to meet set goals and targets.

### **Desirable**

- Experience in one or more Commonwealth countries, regional or multilateral organisation or developing countries on gender issues.

### **Competencies**

<b>Respect for Diversity</b>
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
<b>Working with Others</b>
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
<b>Managing Resources</b>
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