



## **EMBASSY OF EMBASSY ROME**

### **TO WHOM IT MAY CONCERN**

This is to bring to your attention that The Commonwealth has notified of the following vacant position:

Function : Outreach Coordinator(Blue Charter)  
Directorate : Trade, Oceans and Natural Resources(TONR)  
Grade :1  
Contract : Fixed-term appointment(3 years)  
Deadline : 26 April 2022

More details and the application process can be found at:  
<https://thecommonwealth.org/jobs> .

**KENYA EMBASSY**  
**ROME**





5 April 2022

## Notification of Vacancy

### Post Title: Outreach Coordinator (Blue Charter)

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 26 April 2022 at 5:00PM BST**.

**Mary-Goretti Sendyona**  
**For: Director - Human Resources and Facilities Management Division**



## JOB AND TASK DESCRIPTION

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**Job title:** Outreach Coordinator (Blue Charter)

**Directorate:** Trade, Oceans and Natural Resources (TONR)

**Grade:** I

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**Reports To:** Adviser and Head - Oceans and Natural Resources (ONR) Section

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### General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the 54 member governments in promoting democracy, development and respect for diversity.

The Trade, Oceans and Natural Resources (TONR) Directorate is one of three Directorates of the Commonwealth Secretariat. The Directorate brings together work in 'Oceans and Natural Resources' and 'Creating Better Trade Opportunities' and covers research and advocacy, technical support and joint programming elements of trade in the Commonwealth. 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.

Oceans and Natural Resources (ONR) is responsible for delivering Commonwealth Strategic Mandates relating to the sustainable management of oceans and natural resources. ONR supports the development efforts of member countries through the provision of policy, legal, economic and environmental technical assistance and capacity building, in two core programme areas:

- The management of ocean space and resources, including the development of ocean governance policies and regulatory regimes, and technical assistance in the delimitation of maritime boundaries;
- Implementation of the Commonwealth Blue Charter and the support of its ten Action Groups;
- The sustainable development and effective management of natural resources covering energy and minerals.

The post-holder will be involved with the second point above - implementation of the Commonwealth Blue Charter and the support of its Action Groups.

The Commonwealth Blue Charter was adopted at the Commonwealth Heads of Government Meeting (CHOGM) in London on 20 April 2018. Commonwealth countries have agreed to cooperate towards attainment of the myriad of ocean-related commitments that they face. Priorities and actions are member-driven, led by Commonwealth Blue Charter Champion countries that have voluntarily stepped





## The Commonwealth

forward on issues important to them. To date, 16 countries have stepped forward to lead on ten different topic areas relevant to sustainable ocean development and conservation, with 46 countries being members of one or more of the Action Groups.

*Table of Commonwealth Blue Charter Action Groups (as of 01 January 2022)*

Action Group	Champions
Coral Reef Protection and Restoration	Australia, Belize, Mauritius
Mangrove Ecosystems and Livelihoods	Sri Lanka
Marine Plastics ( <i>Commonwealth Clean Ocean Alliance</i> )	UK, Vanuatu
Marine Protected Areas	Barbados, Seychelles
Ocean Acidification	New Zealand
Ocean and Climate Change	Fiji
Ocean Observation	Canada
Sustainable Aquaculture	Cyprus
Sustainable Blue Economy	Antigua & Barbuda, Kenya
Sustainable Coastal Fisheries	Kiribati, Maldives

### Job Summary

Reporting to the Adviser and Head - ONR, the post-holder will be responsible for:

- (a) Coordinating outreach amongst Blue Charter member countries and partners, particularly in supporting its Action Groups;
- (b) Contacting, liaising and supporting strategic partnerships with governments, civil society organisations and donors;
- (c) Working with the Commonwealth Blue Charter team including coordination with ONR Advisers, preparing correspondence and materials, organising meetings and managing outreach to member countries, partners, and funders;
- (d) Contributing to the success of Action Group projects, especially through outreach to prospective experts, partners and funders;
- (e) Delivering project deliverables as part of a multi-disciplinary expert marine team;
- (f) Contributing to strategic planning discussions for the Commonwealth Blue Charter, particularly concerning outreach and coordination.

The job may involve overseas travel.



## Tasks, Administration and Management

The post-holder will:

- Contribute to the preparation of work plans and budgets and monitoring and reporting on budget/programme performance. This will be done in the context of results-based management.
- Ensure that the outputs produced meet high-quality standards and that reports and other documents are clear, objective and based on comprehensive data;
- Assist in resource mobilisation to support member countries to implement ocean governance and Blue Charter actions;
- Assist in developing strategic partnerships aimed at advancing the intervention of the Commonwealth Secretariat for the benefit of member countries and their Action Groups;
- Contribute to the enhancement of the Commonwealth Secretariat's visibility and raise public awareness of the Commonwealth Secretariat's work at a national, regional and international level;
- Provide support to Commonwealth Blue Charter Action groups by:
  - assisting in the development of Blue Charter plans and actions, including its projects, through implementing targeted outreach to prospective external partners, experts, and funders;
  - assisting in the assessments of capacities and gaps;
  - organising related meetings and events;
  - distributing and promoting tools, guidance and training and communications materials.
- Assist in the management of project execution by:
  - assisting with defining, alongside the Commonwealth Blue Charter team, new project objectives, indicators, and deliverables;
  - assisting with the monitoring and evaluation of ongoing projects;
  - assisting in the reporting of project progress and performance;
  - joining the work of multi-disciplinary project teams in the office and on mission;
  - tracking specialist technical and other inputs to projects made by external consultants, as required.
- Work with ONR colleagues to support partnerships and initiatives with multi-lateral and bi-lateral agencies in relation to the focus areas, and maintain contacts with senior government officials, investors and other international agencies;
- Contribute, as needed, to international seminars, conferences and expert group meetings.



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- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy;
- Perform any other duties as may be required from time to time.

## Person Specification

### Education:

- A first degree in Business Administration, Law, Political Science, Environmental Science/Policy, a Social Science, Communications or similar.
- Desirable: a post-graduate degree in Business Administration, Law, Political Science, Environmental Science/Policy, a Social Science, Communications or similar.
- Desirable: a relevant professional qualification in project coordination, project management or similar.

### Experience:

- A minimum of five years of combined experience in project coordination, outreach, communications or external relations activities, preferably gained within an international development setting.
- Desirable: a good understanding of ocean issues and/or diplomatic experience.
- Desirable: knowledge or experience of working with one or more Commonwealth governments.
- Desirable: experience in donor relations or communications.
- Desirable: a basic understanding of ocean/environmental/climate issues.





## 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 discriminate against any individual or group.

Challenges others to rectify biases in behaviour, systems and processes.

### Communication

Speaks and writes diplomatically and presents in public fora with charisma.

Demonstrates professional demeanour and executive presence when meeting stakeholders.

Respects confidentiality and works to strengthen the trusted advisor status of the Commonwealth Secretariat.

### Planning & Analysis

Effectively assesses and advises on major programmes/activities at a Divisional level.

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

Is able to interpret incomplete and/or ambiguous information.

Effectively analyses and assesses new or uncertain critical situations.

### Adapting & Innovating

Identifies innovations and opportunities to improve Divisional operations/advice and effectively gains buy-in.

Evaluates the impact of innovations and improvement initiatives,

Remains receptive to and encourages innovative ideas from colleagues,

Initiates change that will enable the programme/team to fulfil objectives in light of changing circumstances.

### Adhering to Principles & Values

Sets an example and embodies Commonwealth Secretariat principles and values.



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Demonstrably protects the reputation of the Commonwealth Secretariat.

Interprets and implements Commonwealth Secretariat principles and values.

Ensures that Division/programmes operate in a manner aligned to the values and principles of the organisation.

## Leadership & Development

Takes responsibility for participating in personal professional development opportunities that the Secretariat provides.

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.

April 2022





Outreach Coordinator (Blue Charter)  
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 £49,717 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 **26 April 2022 at 5:00PM 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 I

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

<b><i>Retirement Age</i></b>	The Commonwealth Secretariat retirement age is 65 years.
<b><i>Private Healthcare and Dental Cover</i></b>	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
<b><i>Insurance</i></b>	<p>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;</p> <p>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.</p> <p>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.</p>
<b><i>Internal tax</i></b>	<p>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.</p> <p>Internal tax rates are aligned to UK rates and allowances for the relevant tax year. The rates and allowances are applied</p>



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**

<b>Salary</b>	£49,717 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).
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#### **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.

<b>Salary</b>	£49,717 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).
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<b>Installation and Termination Grant</b>	Will be provided on commencement and termination of appointment at 7% of net salary.
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<b>Expatriation Allowance</b>	Payable on a monthly basis at a rate of 1/12 <sup>th</sup> of 14% of your gross annual salary.
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**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.

**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.

**Temporary Accommodation**

Upon the staff members arrival in the UK, temporary accommodation will be provided at a Secretariat approved hotel for a period of two weeks.

Should the staff member face difficulty securing private accommodation within the initial two-week period, an additional

three weeks stay at the approved hotel will be granted.

The maximum stay at temporary accommodation provided to staff members by the Secretariat is five weeks. The Director, Human Resources may approve an extended stay in case of an emergency or a pandemic.

***Subsistence  
Allowance on  
commencement  
and termination***

Upon the staff members arrival in the UK, for the first two weeks, subsistence allowance at the appropriate United Nations (non-accommodation) rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and dependent children\* (50 per cent). This rate will apply whether the staff member and their family stay in Secretariat approved temporary accommodation or not.

At the end of the contract term or upon termination of the contract, for a period of two weeks, subsistence allowance at the appropriate United Nations full rate will be paid in respect of the staff member, their accompanying spouse (75 per cent) and dependent children (50 per cent).

***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.

\* "Child" means a child dependent upon the employee for main and continuing support and has a legal status with regards to the staff member either as birth parent, legal guardian or legally adopted child.