The Commonwealth

JOB AND TASK DESCRIPTION

Job Title: Adviser, Infrastructure Policy

Directorate: Trade, Oceans and Natural Resources Directorate

Grade: F

Reports To: Head, Connectivity Agenda Section

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.

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, Infrastructure Policy (i) provides technical leadership to deliver the work under physical connectivity 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 digital infrastructure policy by, amongst other things, undertaking applied policy analysis; developing policies and strategies; and providing policy advice to attract investment into digital infrastructure.

- Advances the Commonwealth's work on digital infrastructure policy in a way that is responsive to member country needs, particularly the needs of small, vulnerable and least developed members.

- Ensures that interventions facilitate the development of the private sector, particularly micro, small and medium enterprises.

- Mainstreams inclusivity, focussed on women and youth, and sustainability, focussed on the blue and green economies, into the Commonwealth's co-operation on infrastructure.

- Develops and takes forward the organisation of meetings of the Physical Connectivity Cluster, supporting member countries to achieve the objectives, actions and initiatives of the working group as envisioned under the Connectivity Action Plan as modified from time to time.

- Works as part of a multidisciplinary team to deliver the goals of the Connectivity Agenda.

- Prepares and produces documents, briefs, reports and publications that are responsive to member countries' policy problems and devises mechanisms to encourage adoption of policy recommendations.

- Prepares talking points and speeches for senior staff and makes presentations for specialist and non-specialist audiences.

Capacity Building and Knowledge Management

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

- Develops toolkits, manuals, guidelines and other policy tools.

- Works with other section staff to ensure that official records of the Physical Connectivity Cluster are maintained.

- Facilitates the exchange of information, sharing of knowledge and best practices on digital infrastructure 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 infrastructure issues.

- Advocates and influences international frameworks covering digital infrastructure for the benefit of developing Commonwealth members, particularly small and vulnerable, and least developed members.

Partnerships

- Contributes to resource mobilisation to support member countries to implement digital infrastructure policy.

- Establishes and strengthens strategic partnerships with international and regional organisations working on digital infrastructure for the benefit of member countries.

Monitoring, Evaluation and Reporting

- 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

Education:

Essential

- Post-graduate degree in economics, infrastructure or a relevant area.

Work Experience:

Essential

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

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.

The Commonwealth

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.

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.

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.

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