

2 December 2015

### Notification of Vacancy

**Post Title: Health Adviser**

**Division: Health and Education Unit**

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

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 post, are attached. These documents are also available on the Commonwealth Secretariat's website, [www.thecommonwealth.org/jobs](http://www.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 for the post should include a curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post. All applications should be addressed to Human Resources, Commonwealth Secretariat. **The closing date is Wednesday 23 December 2015 at 17:00 GMT.** All applications will be acknowledged.



**Gary Dunn**  
**Deputy Secretary-General (Corporate)**

Encl.



## 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 and the organisation's requirements at that time. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.

**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 30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.

**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 the above schemes can be obtained from the Payroll Section of the Finance & Management Information Section.

**Retirement Age** The Commonwealth retirement age is 65, and it is expected that candidates would be able to complete a minimum of a three year contract

**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.

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

**Salary** £72,447 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** £72,447 per annum Gross. 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 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 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 will be payable, provided the dependent\* child is in continuing full-time education 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.

**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 dependent children\* (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.

***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.

\* '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 dependent child is recognised up to the age of 25. 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.

## Health Adviser, Health and Education Unit

### APPLICATION FOR EMPLOYMENT - SECRETARIAT HEADQUARTERS

Attached is the job description of the role and general information on the unit. The educational qualifications, experience and competencies required for the post can be found in the person specification. A summary of the terms and conditions for this post is also attached.

- 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. The secretariat reserves the right to take up all references including the current employers during the selection process.
- 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 £72,447 per annum. This is subject to 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. You are expected to be able to serve a 3 year term before your retirement age.

If you wish to be considered for this post, please 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.

Applications should be made via our online application system at [www.thecommonwealth.org/job](http://www.thecommonwealth.org/job)

Your application should be received no later than **Wednesday 23 December 2015 at 17:00 GMT**.

Thank you for your interest.

The Recruitment Team  
Commonwealth Secretariat  
*E-mail:* [HQ-Recruitment@commonwealth.int](mailto:HQ-Recruitment@commonwealth.int)

## JOB AND PERSON SPECIFICATION

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**Job Title:** Health Adviser  
**Division:** Health and Education Unit  
**Grade:** F

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**Reports To:** Head of Health and Education Unit

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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 association's 53 member governments in advancing democracy, development and respect for diversity.

The Health & Education Unit under the direct supervision of the Deputy Secretary-General (Social and Economic Development) provides closer focus and attention to situations where Commonwealth nations collectively carry high burdens of poverty-related health diseases. The Health Section supports member states through policy analysis and development, regulatory frameworks and systems for strengthening health policies, bridging gaps between policy formulation and implementation. The work approach will be anchored on in-depth research, social policy analysis, documentation of Commonwealth good practices and models. Under the current Strategic Plan 2013/14 to 2016/17, the Health Section of the Commonwealth Secretariat is focused on the two areas of Universal Health Coverage (UHC) and Non-Communicable Diseases, (NCDs).

This role will advance a cross sector approach, including collaborative work with the education section and knowledge hubs. In particular, the role will involve the development of policy tools and frameworks to enable country and regional policy and system strengthening to address NCDs. Additionally, the role will provide technical expertise regarding NCDs and addressing the wider determinants of health in the establishment of the Commonwealth Health Knowledge Hub which is envisaged as a knowledge-sharing facility for the Commonwealth's health professionals aimed at improving the capacities of member countries through the sharing of knowledge, information and good practices.

A key challenge that countries face is the increasing costs of NCDs, with ageing populations and rising costs of health technologies. Therefore, this role will support the advancement of sustainable and cost-effective approaches for cross-sector policy development, linking with relevant partners and divisions across the Commonwealth Secretariat. To operationalise this, the Commonwealth Secretariat is looking to recruit a Health Adviser to enable suitable national cross-sector policy responses that support Social Development within the context of delivering the Sustainable Development Goals and WHO NCD policy and frameworks.



## The Commonwealth

### Job Summary

The Adviser will report to the Head of Health and Education, and will have a role in:

- Contributing to the Health work within a number of key areas led by international health development goals, ensuring that it reflects the mandates and guidance from the Commonwealth Health Ministers Meeting (CHMM) that is held annually, as well as the Commonwealth Advisory Committee for Health that reports to CHMM and builds upon the comparative advantage of the Secretariat. Essential to this work will be strengthening collaboration within the Section and across the Unit, including the education hub, as well as within and beyond the Secretariat.
- Being responsible for taking forward the development of multi-sector policy tools and frameworks, to enable the development of cross-sector national health policies, in particular regarding those on NCDs, and scale up country action and networks. This role will emphasise the relevance of preventing NCDs in delivering the Sustainable Development Goals, including aspects of Social, Economic and Environmental Development. The role will provide technical expertise related to NCDs for communications materials and the knowledge hubs, including on the wider determinants of health, factors influencing behaviours, risk factors and health outcomes.

### Task Description

#### Health Advisory Activities

Working with the other Health and Education Advisers and team members, the Health Adviser will:

- Contribute to and participate in the Commonwealth Advisory Committee for Health and annual Commonwealth Health Ministers Meeting (CHMM) as required;
- Support the Health and Education Unit in applying sustainable development principles across social development objectives for the Commonwealth and enhance the relevance of the role health and education policy play in the delivery of the Sustainable Development Goals, including for economic, social and environmental outcomes;
- Work in collaboration with other colleagues in the Commonwealth Secretariat and beyond to strengthen the relevance of the role of health in promoting sustainable development, including linking the co-benefits of approaches that also prevent NCDs, as well as emphasising the impacts of climate change on health outcomes, including for NCDs.
- Provide guidance and advice on wider public health and health systems approaches, including health protection, disease prevention and health promotion, as well as primary health care, secondary and tertiary health services, in relationship to the development of effective policy tools and advice;
- Co-ordinate economic modelling of health policy options in relationship to the overall balance of services for health protection, disease prevention and health promotion, as well as primary health care, secondary and tertiary health to support the development of sustainable approaches for delivering Universal Health Coverage;





## The Commonwealth

- Initiate and conduct dialogues with member countries and development partners in support of priority health objectives and goals in relationship to addressing NCDs, reflecting the needs of member countries and the Commonwealth Secretariat's strategic plan;
- Provide and sign-post to resources, evidence based reviews and good practice in policy development, including supporting the knowledge hub in developing a repository of resources, policies and tools on Non-Communicable Diseases across the Commonwealth Countries;
- Facilitate collaborative working between countries and networks across the Commonwealth, including via the health hub, to strengthen policy assessment, development and implementation pertaining to priorities in health needs;
- Plan, contribute to and deliver an effective advocacy and communications strategy and approaches on mandated areas, ensuring coherence of the Commonwealth Communications, values and principles and strategic plan and raise the visibility of the issues, challenges and priorities of Commonwealth members, including small states;
- Identify internal areas for cross disciplinary collaboration with other sections, units within the Commonwealth Secretariat, especially with the knowledge hubs, the education section, youth division, communications division and partnerships;
- Supervise Young Professional Officers and those on training placements for the health section;
- Contribute to the work-planning process and monitor, evaluate, and report periodically on the assigned health programmes and their impact.
- Apply evidence based approaches to the development of policy advice, tools, frameworks and publications, covering the range of cross-sector, health promotion and preventive approaches (primary, secondary and tertiary), clarifying the roles of different sectors in promoting sustainable well-being;
- Lead on the development of tools and frameworks that support countries in developing cost-effective and sustainable approaches, for developing and delivering cross- sector policies to address the wider determinants of health in relationship to the SDG's;
- Participate in Health and Education Unit collective activities and collaborative initiatives. Promote team-building; contribute to systems development; ensure conformity and compatibility with agreed system norms and guidelines; share information on initiatives;

### Specialised Activities

The Health Adviser will be the focal point for the development and maintenance of the Secretariat's current mandated work on Non-Communicable Diseases. In this capacity, the Health Adviser will:

- Contribute to establishing and monitoring indicators related to NCDs to enhance the impact and relevance of the Commonwealth Secretariat, providing country and regional updates on the status of NCDs and for cross- sector NCD policy development in relationship to the 2015 Sustainable Development Goals;
- Support member governments and other partners to develop joint programmes through technical policy support, project design, consultations, research, needs and situational analysis in relationship to NCD policies and frameworks;
- Access and disseminate information for the Secretariat on emerging issues, in relationship to the prevention of NCDs, providing advocacy and thought leadership within the Commonwealth and globally, including commissioning and supervising research



## The Commonwealth

- activities to inform evidence-based health policy advice on NCDs;
- Provide policy advice and develop publications on NCDs, including addressing inequalities and the wider determinants of health, (economic, social and environmental), as well as addressing factors influencing behaviours across the life-course (eg mental health and violence), through to behaviours directly linked to NCDs and their health outcomes;
- In collaboration with the Education Section, lead on the development of a health literacy curriculum that is relevant to the delivery of the sustainable development goals as well as guidance on comprehensive healthy school settings in relationship to educational policy frameworks;
- Develop tools, frameworks and training materials to support capacity building in countries; supporting the development of networks and regional collaborative approaches, mentoring and twinning in order to scale up capacity to address NCDs; contribute to educational curriculum tools and workforce planning frameworks to mainstream addressing NCDs and their wider determinants across health and education;
- Work collaboratively across the Health and Education Unit and Commonwealth Secretariat in developing policy frameworks, tools and communications materials that are relevant to addressing NCDs, including the wider determinants of health, in particular in relationship to Universal Health Coverage and the knowledge hubs;
- To identify and strengthen partnership arrangements with existing commonwealth partners, other health organisations, non-government organisations and foundations to support the work on NCD policy strengthening and ensure longer term engagement and sustainability;
- Advise the Head of Health and Education on cutting edge issues of concern regarding NCDs, including addressing inequalities, the wider determinants of health and factors influencing behaviours; participates as a specialist in assignments and events addressing them, in consultation with the Head of Health and Education.

### Other Activities

- Adhere to the principles in the Commonwealth Charter, including the Gender Equality values of the Commonwealth as enshrined in the Charter and the Secretariat's Gender Equality Policy;
- Assist the Head of Health and Education Unit with other duties as may from time to time be assigned or delegated.

### Person Specification

#### Qualifications and Experience

- Post Graduate university degree in Public Health, Development or related subject.
- At least 7-10 years' practical experience in the health and development field as a planner, policy maker or researcher, preferably with experience in a developing country setting or working with countries in transition;
- Experience of effective networking, collaborative working with partners in a cross-sector environment and the facilitation of professional groups.
- Experience on NCDs and the wider determinants of health, including addressing inequalities, social, economic and environmental determinants within the context of sustainable development.
- Experience in factors affecting behaviours (eg mental health and violence) as well as NCD related behaviours and health outcomes, covering primary, secondary and tertiary



## The Commonwealth

- prevention as well as promoting health and well-being.
- Experience in health systems strengthening and cross sector policy development, including assessing need, evidence and capacity reviews to identify priorities and develop strategies and action plans.
  - Experience in public health advocacy and communications, and in collaborative approaches with partners and cross-sector working to achieve environmental and behavior changes that benefit health.
  - Experience in conducting evidence based reviews, publications, policy briefs, summaries and in undertaking economic analysis.
  - Experience in policy analysis, policy development and policy implementation.
  - Experience of working for, or within the government sector, donor agencies, Multilateral or Intergovernmental Organisations, on policy and planning.

Applicants should be able to demonstrate:

- Thorough knowledge of the key concerns and challenges facing health planners and policy makers in the Commonwealth countries. A sound knowledge of health systems, global health policy issues and current development issues and trends in health particularly as they relate to the achievement of the 2015 health and related Sustainable Development Goals in the Commonwealth.
- Experience of capacity building for cross-sector policy related to NCDs and the role that health plays in improving educational, social, environmental and economic outcomes.
- A proven track record of delivering high-quality results through analysis of needs, designing, and implementing results based management programmes, especially in health and development.
- Excellent verbal and written communication skills in English, including the ability to write briefs and reports and make public presentations.
- Effective interpersonal, and negotiation skills, including the ability to act in a representational capacity with ministers and senior officials.
- Good and effective IT skills with the ability to apply innovative approaches in ICT to knowledge management, communication, and to strengthen networks and collaboration.

### Competencies

#### Working with Others

Promotes team work and removes barriers to effective team working  
Provides advice and guidance for others sensitively and where appropriate  
Establishes ownership for relevant activities from the outset  
Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer  
Demonstrates an ability to negotiate with and influence senior colleagues and contacts  
Proactively liaises with other divisions, partners & third parties

#### 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.

Changes systems and processes when biases are identified

### Interpersonal

#### Communication

Guides others in most appropriate style and content of communication to others

Provides constructive feedback to team members and colleagues with confidence and sensitivity

#### Leadership and Development

Presents credible information confidently

Writes reports and papers that are succinct accounts of key information

### Managing Resources

Plans and manages activity spend accurately against budget

Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner

Effectively motivates team e.g. by recognising and promoting team and individual contribution inter alia

Drives forward results of others

Takes ownership for team wellbeing

### Decision Making

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.

### Planning and Analysis

Schedules activities according to deadlines and importance

Liaises with various parties in diverse locations to organise activities

Agrees new timescales when faced with competing activities

Balances a focus on detail with a broader perspective

Effectively interprets inquiries and quickly identifies elements that do and do not fall within their remit, dealing with them appropriately

August 2015