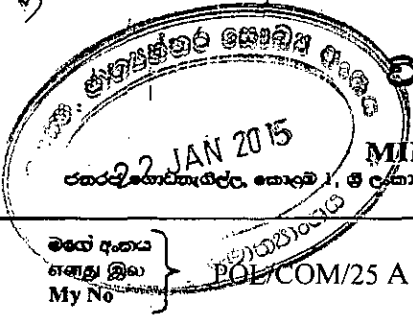


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DDG(P)



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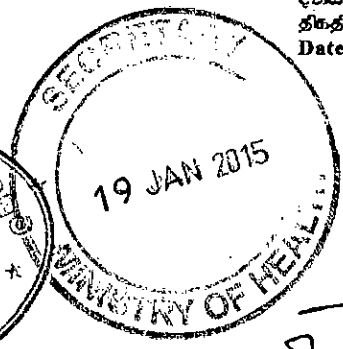
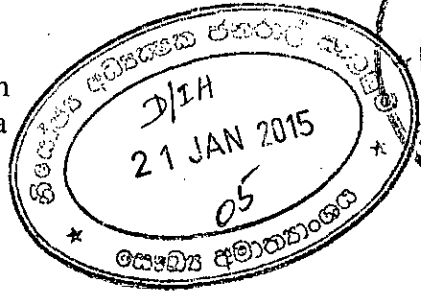
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திகதி  
Date } 12.01.2015

1) Secretary  
Ministry of Education  
Isurupaya", Pelawatta  
Battaramulla

2) Secretary  
Ministry of Health  
"Suwasiripaya"  
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha  
Colombo 10,



Handwritten notes: DDG(P), For urgent action pls, 01/20

**Notification of Vacancy Young Professional Programme**

Please find enclosed herewith a copy of a Vacancy Notification from Zarinah Davies, Director, Human Resources Division of the Commonwealth Secretariat inviting nominations from Commonwealth member countries for the following post under the Young Professional Programme;

- i. Assistant Health Officer (Health) Health and Education Unit (Two Posts)

An application pack including the application guidelines, job description and person specification, as well as the summary terms and conditions of service applicable to the posts are attached. The deadline for the submission of the above application is **26<sup>th</sup> January 2015 at 17:00 GMT**. Please note that all applications should be made via online system at [www.the-commonwealth.org/jobs](http://www.the-commonwealth.org/jobs).

Grateful if this vacancy notification is circulated among relevant institutions and interested applicants under your Ministry please.

Director/Europe  
for Secretary/Ministry of External Affairs

Handwritten notes: 23/01/2015, Director/Dept, The admin in the net, (Completed - 28/01/2015)



5 January 2015

## Notification of Vacancies Young Professionals Programme

### Post Title and Divisions:

- Assistant Health Officer, (Health), Health & Education Unit (Two posts)

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

All applications will be subject to the Secretariat's competitive recruitment process.

Application packs including a job description and person specification, together with the summary terms and conditions of service applicable to the posts, 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 these posts. 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 supported by member governments will be acknowledged, however due to the volume of applications the Commonwealth Secretariat receives, we will only communicate further with those candidates who meet the relevant criteria and are short-listed for interview. Consequently, if a candidate does not hear from us within 3 months of the closing date, s/he may assume that his/her application has not been successful.

All applications for the post should include a curriculum vitae (no more than two A4 pages) and a covering letter (no more than one A4 page) setting out their motivation for applying to the post, relevant experience and skills in relation to the competencies and other requirements for the posts, in addition to two referees, one of whom should be a current or most recent employer and one from the most recent academic institution. All applications should be made via our online system found at [www.thecommonwealth.org/jobs](http://www.thecommonwealth.org/jobs). Please contact the Human Resources Division if you have a special requirement that necessitates a paper application. The closing date for these posts is Monday 26 January 2015 at 17:00 GMT.

Zarinah Davies  
Director, Human Resources Division

Encl.

(02/12)



# The Commonwealth

## JOB DESCRIPTION AND PERSON SPECIFICATION

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Job Title: Assistant Health Officer (Two posts)

Division: Health and Education Unit

Job Grade: Y (Young Professionals Programme)

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Reports to: Head of Health and Education

Location: London, UK

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### Young People in the Commonwealth

Young people constitute more than 60% of the population of the Commonwealth, and the wellbeing and development of this 1.2 billion youth cohort are essential to the success of the Commonwealth and its 53 member states.

Commonwealth sees young people as assets to their societies, with a proven capability to lead change, who should be developed and empowered. It is vital to ensure they realise their individual potential, and to recognise and nurture their ability to contribute to their countries' development, and the success of the Commonwealth.

### Health and Education Unit

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. It will also actively address health challenges, including the provision of pre-school health which continue to be constraining factors to the achievement of sustainable development outcomes on health and education in the Commonwealth. Given that the attainment of social development targets such as access to health and education are fundamental human rights, the realization that most member countries are still striving to address the underlying social drivers of health and education disparities as well as weak and non-performing social institutions is the bedrock of the Health & Education Unit's work.

The objective and focus of the Health & Education Unit is to support member states through policy analysis and development, regulatory frameworks and systems for strengthening of polices and 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 in two sectoral areas - Health and Education.

(03/12)

### Job Summary

The Assistant Programme Officer (Health) will be responsible for providing technical and administrative support to the Health Programme Section of the Health and Education Unit, specifically to support the delivery of the health work programme, including the design, implementation and management of pan-Commonwealth health research and policy development; and health strategic partnerships. He/she will work in collaboration with the Advisers in Health, and report to the Head of Health and Education Unit.

The Assistant Programme Officer Health role is for a two-year term, as part of a new Young Professionals Programme (YPP). Therefore, as well as the role described above, the Assistant Programme Officer will participate in YPP professional development opportunities and experiences. He/she will also contribute to developing (initially) and strengthening (in future) the YPP. To be considered, candidates must be no older than 27 years old as the date of close of applications.

### Key Accountabilities

1. Contributes to the Health strategic direction and operational planning, especially with respect to projects, research and policy work within the health work programme, and thereby the Commonwealth Secretariat 4-year Strategic Plan.
2. Supports the positioning of the Commonwealth as a thought leader in health development, and ensures the relevance and impact of health work, by:
  - Contributing to ground-breaking research on key health issues and opportunities, and promoting knowledge sharing and exchange of the research findings to key stakeholders;
  - Contributing to the development of context-specific research papers, toolkits, resources, guidelines and training programmes, for use by member governments, health leaders and professionals; and
  - Contributing to the building and nurturing of relationships and strategic partnerships with relevant stakeholders.
3. Supports the Health team by:
  - Contributing to meet project management requirements, including monitoring and evaluation, of the ongoing projects being implemented within the Health Programme Section.
  - Support the development of speeches, presentations and talking points for senior staff.
  - Providing administrative support, including drafting of correspondences, procurement and processing payment related to the relevant projects.
  - Representing the Commonwealth Secretariat in research, projects and policy networks, forums and meetings as delegated by the Advisers and Head of Health and Education Unit.

- Contributing to the full planning and servicing of the Commonwealth Health Members Meetings.
4. Participates in professional development opportunities as a participant of the Young Professionals Programme. Contributes to development / strengthening of the programme.
  5. Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and the Secretariat's Gender Equality Policy.
  6. Performs other duties as may be required from time to time.

### Person Specification

This role forms part of the new Young Professionals Programme (YPP), so to be considered, candidates must be no older than 27 years old as the date of close of applications.

#### Health

- A strong bachelor degree or equivalent, with a significant project management and or research component, in a relevant discipline, such as health, social sciences, or international development.
- A relevant post graduate qualification highly desirable.

#### Experience

- At least one year of demonstrated work experience in designing and delivering projects. The work experience may be gained through a combination of paid employment, volunteer, placement or internship positions.
- Knowledge of cutting edge health development research and/or projects/policy work highly desirable.
- Experience at a leadership level in a health-led social change initiative or representative organisation highly desirable.
- Experience of working in developing countries highly desirable.
- Experience of working in/with Government, intergovernmental or international NGO organisations highly desirable.

#### Skills

- High personal standards of excellence.
- Demonstrated commitment to Commonwealth values.
- Strong knowledge of policy/ project design and implementation, research methodologies / institutions / environments.
- Excellent:
  - Verbal and written communication skills in English.
  - Interpersonal skills.

- o Creative thinking and solution building abilities.
- o Strategic thinking and operational planning capabilities.
- o Administrative and organisational abilities, including an eye for detail.
- Numerically literate.
- Technologically savvy .
- Ability to work autonomously and in teams, and in a multi-cultural work environment.
- Demonstrated drive and initiative, a self-starter with a can-do attitude.

## Competencies

|   |
|---|
| <b>Working with Others</b>  |
| <ul style="list-style-type: none"><li>Regularly shares information of value with colleagues</li><li>Shows commitment to delivering on key agreements made to colleagues</li><li>Makes an effort to view a situation from the other party's perspective as well</li><li>Demonstrates awareness and sensitivity to colleagues' pressures</li><li>Develops a wide network, including senior level contacts to facilitate activities and further own knowledge</li><li>Develops long term relationships across cultures and/or geographical boundaries</li><li>Uses relationships to identify the best people to help in the completion of tasks</li><li>Tactfully deals with difficult people to gain buy-in and manage their expectations</li></ul> |
| <b>Communicative</b>  |
| <ul style="list-style-type: none"><li>Interacts and communicates effectively with internal/external contacts</li><li>Ensures information is communicated to all the appropriate people</li><li>Provides feedback to more senior colleagues effectively, providing justification where necessary</li><li>Uses the correct method of communication, depending on the message and the audience</li><li>Anticipates objections in dialogues and prepares convincing responses</li><li>Writes reports and papers that are succinct accounts of key information</li></ul>   |
| <b>Developing &amp; Applying Professional Expertise</b>   |
| <ul style="list-style-type: none"><li>Proactively identifies how to develop specialist knowledge</li><li>Takes learning from previous experience and applies it appropriately</li><li>Demonstrates willingness to learn new skills and/or approaches</li></ul>  |
| <b>Respect for Diversity</b>  |
| <ul style="list-style-type: none"><li>Works effectively with people from all backgrounds</li><li>Treats all people with dignity and respect. Treats men and women equally</li><li>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making</li><li>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group</li><li>Identifies biases in systems &amp; processes</li></ul>  |
| <b>Adhering to Principles and Values</b>  |
| <ul style="list-style-type: none"><li>Adapts professional style to suit different situations with different individuals where appropriate</li><li>Takes ownership of assigned tasks, honours deadlines</li><li>Ensures timely delivery of outputs within defined cost and quality standard parameters</li></ul>   |
| <b>Adapting and Innovating</b>  |

Recognises opportunities for improvement and proposes change with impact and effect  
Drives forward improvements and innovations within own area of responsibility, adding value where appropriate  
Quickly grasps new concepts and how to apply them  
Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective  
Will effectively reorganise activities when faced with changing contexts and demands  
Promotes new ideas that are picked up by senior colleagues  
Adapts personal style to meet the needs of others

December 2014





# The Commonwealth

## SUMMARY OF TERMS AND CONDITIONS FOR

### THE YOUNG PROFESSIONALS PROGRAMME

#### PAY POINT Y

This is a summary of the principal terms and conditions for individuals employed under the Young Professionals Programme (YPP) at the Commonwealth Secretariat. Full terms and conditions are set out in the relevant parts of the Commonwealth Secretariat Staff Regulations and Staff Rules which form part of the contract of all employees and which will be subject to change from time to time.

| A. GENERAL                      |  |
|---------------------------------|--|
| 1. Contract Term                | Appointments are on limited term contracts of two years. The two year contract is non-renewable.   |
| 2. Working hours                | Currently 9.15 am to 5.30pm, Monday to Thursday and 9.15am to 5.15pm, Friday, inclusive of 1 hour for lunch per day. Additional hours may be required dependent on the organisational needs. No overtime would be paid for such additional hours.                  |
| 3. Medical                      | Appointments are subject to passing a medical examination.   |
| 4. 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. |
| 5. 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.  |
| 6. 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' notice, or by the staff member giving three months' written notice.     |
| 7. Annual leave                 | 25 working days per year. Any leave without pay will not qualify for the earning of annual leave entitlement.  |
| 8. Sick leave and Special leave | Sick leave, Special Leave and other types of Leave as per standard Commonwealth Secretariat Staff Rules and Regulations. The Director of HRD has discretion to allow for special leave of up to 10 days for emergencies and bereavement.                           |

(09/12)



# The Commonwealth

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| 9. Gratuity Scheme  | Individuals employed under the YPP will be entitled to a 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.   |
| 10. Age   | Aged 27 years or under at the time applications close.   |
| 11. Non-employment of family members  | Candidates will be subject to the Secretariat's employment policy with reference to the non-employment of immediate family members (spouse, child or sibling).   |
| 12. Medical and Dental Cover  | The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees. The cover is subject to underwriting conditions and supplements the UK National Health Service provisions.   |
| 13. Insurances  | 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. 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>B. SALARY</b>  |  |
| Salary  | £28,500 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.<br>Salary is payable monthly on or after 25 <sup>th</sup> of each month into a bank account.  |
| <b>C. RELOCATION BENEFITS</b>   |  |
| These benefits apply to <ul style="list-style-type: none"><li>• Young Professionals (YPs) who permanently reside <u>and</u> are recruited from outside of the UK, OR</li><li>• Young Professionals (YPs) who are British nationals and/or ordinarily resident in the UK but who reside further than 50 miles out of Greater London.</li></ul> |  |

(10/12)



# The Commonwealth

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| <b>Note:</b><br>a) The benefits provided are on the basis of unaccompanied status. No benefits would be paid for spouses and/or dependents of the YPs.<br>b) Failure to complete 12 months or more of the programme will disqualify the YPs from termination benefits of flights/rail ticket home, shipment grant and subsistence allowance. |  |
| <b>1. Commencement and Termination Economy Airfares OR Economy Rail Fare</b>   | If recruited from outside of the UK - an economy class ticket at commencement and termination. If recruited 50 miles from outside of Greater London, UK, an economy class rail ticket at commencement and termination. Rules of airfares and rail fares are based on the Secretariat's Travel Policy.  |
| <b>2. Relocation Grant</b>   | Relocation Grant of £1000 on arrival.  |
| <b>3. Shipment Grant</b>   | Shipment grant for the transportation of personal belongings of £1000 on commencement and at termination of contract.  |
| <b>4. Temporary Accommodation on arrival</b>   | Up to three weeks paid Secretariat approved temporary accommodation from the date of commencement.   |
| <b>5. Subsistence allowance on arrival and termination</b>   | Subsistence allowance at the appropriate United Nations rate will be paid for a period of three weeks from the date of commencement and for a period of two weeks following the termination of contract, for the individual YP only. There is no provision for any additional payment for any accompanying spouse or dependent.  |
| <b>6. Visa arrangements</b>  | A YP's employment is dependent on the Secretariat's ability to secure a visa under the UK's Tier 5 International Organisations visa arrangements. Failure to secure the visa will nullify the contractual offer. Such visas require the YP visa holder to leave the UK at the end of their two-year contract. They will not be able to apply or obtain another type of visa whilst in the UK and will have to depart the UK for a minimum of 6 months prior to seeking other employment visas. Under the terms of the UK's Tier 5 International Organisations visa arrangements, only the YP is entitled to be issued a visa. The Secretariat will not be responsible for sponsoring any visas for accompanying spouses or dependents of the YP. |
| <b>7. Diplomatic Immunities and Privileges</b>   | There are no diplomatic immunities and privileges attached to the YPs. As staff members, YPs 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.   |

(11/12)



# The Commonwealth

## YOUNG PROFESSIONALS PROGRAMME

### APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the division/unit, 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 and aged 27 years or younger at the time applications close. 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 two referees, one of whom should be your current or most recent employer and one from your most recent academic institution. Referees cannot 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 provide supporting information that you meet the requirements of the Young Professionals Programme during the course of the online application 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 £28,500 per annum gross. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions.

If you wish to be considered for this post, please ensure that you submit your curriculum vitae (no more than two A4 pages) together with a covering letter (no more than one A4 page) setting out your motivation for applying for this role, 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 Monday 26<sup>th</sup> January 2015 at 17:00 (GMT).

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

(12/12)