



**COMMONWEALTH  
SECRETARIAT**

**Adviser (Legal)  
Special Advisory Services Division**

**APPLICATION FOR EMPLOYMENT - SECRETARIAT HEADQUARTERS**

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, competences and other requirements for the post. The person specification describes the skills and experience required for the post. Please consider this and think about how your skills and experience fit with them. Address each point of the person specification and say **briefly** how your skills and experience meet the criteria. Take each one in turn, giving concrete examples from your professional experience which demonstrate how you meet these criteria. Please ensure that you complete the **Monitoring Form** and return with your application.

Your application should be received no later than **18 January 2007**.

Should you be shortlisted, you will be required to produce evidence of any educational and professional qualifications supporting your application, on the day of your interview.

Before you apply please take note of the following;

- You must be a national of a Commonwealth country.
- Salary on appointment for British citizens or UK residents, £65,862 p.a. and for overseas recruited staff is £40,296 p.a. The difference in the scale in respect of overseas recruited staff reflects their non-liability for UK income tax and the payment of expatriation or other allowances.
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **satisfactory references**. Please 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. We will not take up references until after any qualified offer of employment has been made.

You should also be aware that due to the volume of applications the Secretariat receives and the need to reduce costs, it is our practice to communicate further about this vacancy only with those who are short listed and invited to attend an interview. If you do not hear from us within **one month of the closing date**, you may assume that your application has not been successful.

Thank you for your interest.

Marilyn Benjamin (Ms)

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# JOB AND TASK DESCRIPTION

**Job Title:**  
Adviser (Legal)

**Division:**  
Economic and Legal Section  
Special Advisory Services Division

**Pay point:**  
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**Reports To:** Head of the Economic and Legal Section

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## General Information

The Special Advisory Services Division is a major development co-operation instrument of the Commonwealth Secretariat, supporting the development efforts of member countries through technical assistance. A significant part of the Division's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise. The Division has four sections: the Debt Management Section, the Economic and Legal Section, the Trade Section and the Enterprise and Agriculture Section.

The Economic and Legal Section (ELS) operates as an in-house consultancy service, offering policy, legal and economic advice and assistance on investment and trade, with particular focus on the delimitation of maritime boundaries, the development of petroleum and mineral resources and specific legal aspects of international trade.

## Job Summary

The Adviser (Legal) provides policy and legal advice to Commonwealth member governments and regional organisations on the delimitation of maritime boundaries and related matters either individually or by leading multi-disciplinary teams. He/she has responsibility for overseeing the development of and delivery of the work in this area. The job involves frequent overseas travel.

## Task Description

The post-holder:

- Provides advice on and assists governments to formulate policies and implement necessary measures for the delimitation and regulation of maritime areas by:
  - conducting reviews of legislation and other regulatory instruments;
  - consulting with government officials on pertinent legal and related issues;
  - preparing written and oral advice and recommendations;
  - engaging the services of technical experts in the fields of hydrography and mapping to prepare pertinent reports and advice;
  - guiding the technical quality of the work of other ELS staff in the maritime boundary area; and
  - instructing and supervising the work of legislative draftspersons engaged by the Secretariat
- Provides advice on and assists governments to undertake maritime boundary negotiations by:
  - providing guidance and training on negotiations to government officials;
  - recommending negotiating strategies;
  - analysing proposals and developing counter-proposals; and
  - participating directly as part of the government team in negotiations.
- Manages project execution by:

- defining project parameters in response to government requests for assistance and obtaining project approvals;
  - managing and reporting on project implementation and monitoring project performance;
  - leading the work of multi-disciplinary project teams in the office and on mission;
  - defining, mobilising and supervising specialist legal, technical and other inputs to projects made by external consultants, as required.
- Develops strategic partnerships and initiatives with multi-lateral and bi-lateral agencies in relation to maritime boundaries and maintains contacts with senior government officials and other international agencies;
  - Contributes to international seminars, conferences and expert group meetings relating to maritime boundaries.

## **Person Specification**

### ***Education:***

Essential: A post-graduate degree in relevant areas of specialisation in international law.

### **Experience:**

Essential: A minimum of ten years experience at a senior level in the practice of the law and conduct of negotiations relating to maritime boundaries gained in a developing country, government ministry or international context.

Desirable: Experience at a senior level that relates to ELS' focus in the area of natural resources.

### **Competencies**

The successful candidate must have:

- A track record of delivering high quality results.
- Highly developed analytic skills and the ability to provide clear and objective written and verbal advice and recommendations.
- Strong leadership skills and the ability to develop and motivate a team of inter-disciplinary professionals, managing resources to deliver results within tight deadlines.
- Effective interpersonal, communication and negotiation skills, including the ability to interact effectively at senior levels.
- Capacity to work and network effectively with a wide variety of partners and stakeholders and a willingness to undertake frequent travel overseas.
- Have published relevant articles in professional journals or made presentations at international conferences.
- Good basic IT skills, including e-mail and Word.
- In addition, Secretariat staff are expected to meet the core requirement of working effectively and sensitively in a multicultural environment.



## COMMONWEALTH SECRETARIAT

### SUMMARY OF TERMS AND CONDITIONS FOR

### PAY POINT D

This is a summary of the principal terms and conditions for Diplomatic staff at the Commonwealth Secretariat. 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 and subject to fully satisfactory performance. Staff at this level may normally serve for not more than two three-year contracts. 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 subject to government clearance to the extent that person'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	25 working days per year.
Pension/Gratuity	Staff are eligible to join the Secretariat's Gratuity or the Pension Scheme.

In respect of the Gratuity Scheme 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.

The Secretariat's Group Stakeholder Pension Plan (GSPP) 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.

Further information on the above schemes can be obtained from the Payroll Section of the Finance & Management Information Section

## B. BRITISH CITIZENS & UK RESIDENTS

Salary Gross Salary £65,862 per annum subject to deductions of National Insurance contributions and UK income tax.

## C. OVERSEAS DIPLOMATIC STAFF

**“Overseas Diplomatic Staff Member”** means an officer of the Secretariat who has been accepted by the UK Foreign and Commonwealth Office as being a citizen of a country mentioned in section 1(3) of the British Nationality Act 1981, other than a person who is a citizen only of the UK and Colonies, and as permanently resident outside the UK.

Salary Net Salary £40,296 per annum - the difference from the scale in respect of British citizens and UK residents reflects non-liability for UK income tax and the payment of expatriation or other allowances.

Expatriation Allowance Will be paid monthly at the rate of 11% of gross salary

Accommodation Will be paid monthly at the rate of 30% of gross salary

Installation & Termination Grant Will be provided on commencement and termination of appointment at 7% of net 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)) are entitled to business class air travel in respect of any one sector of the journey. However, from European destinations on flights of up to three hours duration, staff members and accompanying family members are only entitled to economy class travel. 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 the length of journey.

Education Allowance An education allowance, to assist with tuition fees, board and lodging only, is paid as a reimbursable cost<sup>+</sup> for dependant children\* up to the age of 23 provided they are in continuing full-time education in a fee paying institution at the time of the staff member's appointment as follows:-

Up to £3,000 per child per annum for pre-primary school

Up to £4,000 per child per annum for primary & secondary school

Up to £5,000 per child per annum, for tertiary education (only for the first tertiary degree)

**In cases where a dependent child is in full time education**

**overseas, the amount allocated may be used towards air fares for visits to parent(s) in London.**

**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

**Transporting Effects and Initial Appointment Arrangement** The Secretariat will pay the cost of transporting by sea a staff member's effects up to 1,000 cubic feet in the case of a single staff member, and up to 1,500 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 20 foot container (with an internal volume of 1,050 cubic ft) the value of goods insured is up to £25,000. For a 40 foot container (with an internal volume of 2000 cubic ft) the value of goods insured is £50,000.

**Subsistence allowance & accommodation on arrival** When 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.

**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.

**Diplomatic Immunities & Privilege** Staff members will enjoy (provided they are not citizens of, or permanently resident in, the UK) the privileges and immunities appropriate to a diplomatic agent of comparable rank.

This implies full personal immunities extending to the family of the staff member, inviolability of private residence, continuing customs privileges, and purchase without payment of UK tax of motor cars and dutiable spirits.

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. The Secretary-General may waive diplomatic immunity if he considers it necessary for the reputation or the best interests of the Secretariat

+ on submission of receipts

\* **'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 dependant child is recognised up to the age of 23. 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.