



**COMMONWEALTH
SECRETARIAT**

Head of Property Services

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 position. 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 **19th 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 is £46,140 per annum
- 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.

Thank you for your interest.

Ms Anasia Teete

Direct Tel: +44 020 7747 6190

Direct Fax: +44 020 7747 6520

E-mail: HQ-Recruitment@commonwealth.int

JOB AND PERSON SPECIFICATION

Job Title:	Division:	Pay Point:
Head of Property Services	General Services Section, Corporate Services Division	G

Reports to:	Director, Corporate Services Division
-------------	---------------------------------------

General information

The General Services Section (GSS) is part of Corporate Services Division (CSD) and provides property services, office accommodation, and the full range of office services (except IT, which is dealt with by its own Section within CSD). The team is responsible for looking after the Secretariat's two office buildings in Pall Mall, central London, occupied by some 300 staff, together with the Secretary-General's official residence in Mayfair. It plays a key role in the effective running of the Secretariat.

Job summary:

The head of property services manages the work of the General Services Section in the provision of effective support services for all Secretariat staff and leads the GSS in the delivery of high quality services to all customers. The postholder is responsible for ensuring that accommodation and related facilities services are provided to all staff and that the physical assets of the organisation are properly managed.

Property Management Services

- Represents the Secretariat in all negotiations with British government officials, commercial landlords and contractors;
- Controls space utilisation;
- Reviews options on accommodation proposals;
- Liaises with Royal Household Property Services regarding Marlborough House buildings and grounds maintenance;
- Develops and implements plans for asset maintenance and replacement.

General Services Section

- Manage the recruitment, development and training of staff ensuring retention of appropriately competent staff;
- Undertakes annual appraisal of staff.

Management of central purchasing and procurement for facilities within agreed budgets ensuring compliance with procurement policy

- The provision of effective telecommunications and related services;

- The provision of security, reception, cleaning and janitorial services and car parking facilities;
- The provision of repairs and maintenance and mechanical and electrical services at Quadrant House and Hill Street;
- Manages the provision of mailroom, messenger and transport services;
- Purchasing of equipment and consumables including courier, stationery and internal and external mail services;
- Management of the Commissariat.

Other related tasks

- The provision of a GSS Helpdesk;
- Coordinates the provision of insurances for buildings, equipment and staff and the maintenance of inventory;
- Leads the workplace Health & Safety initiatives for the organisation;
- Project management of all building works;
- Undertake other duties as may be assigned from time to time.

Person specification

Education and experience

Essential

Experience gained either through a combination of relevant education or training and employment in similar work of at least five years, including management responsibility.

Competencies

Applicants should be able to demonstrate:

- Demonstrated experience in property and facilities/office management;
 - Demonstrated ability to lead and motivate staff and to achieve objectives through others;
 - Ability to manage partnerships with external suppliers and service providers to achieve agreed performance standards;
 - Effective interpersonal, communication and negotiation skills, including the ability to establish and maintain networks and good working relationships with senior management within Secretariat and the Royal Household;
 - Excellent written and communication skills;
-
- Demonstrated ability to manage financial, physical and human resources;
 - Good IT skills, i.e. MS Office, email and internet research;
 - In addition, all appointments to the Secretariat are expected to meet the core Secretariat requirement of working effectively and sensitively in a multicultural environment.



COMMONWEALTH SECRETARIAT

SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT G

This is a summary of the principal terms and conditions for Pay Point G 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

<i>Contract Term</i>	Appointments are on limited term contracts usually of 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 three three-year contracts. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.
<i>Medical</i>	Appointments are subject to passing a medical examination.
<i>Clearance</i>	Appointments are also subject to clearance to the extent that the candidate's own government raises no objection to their suitability for employment.
<i>Probation</i>	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.
<i>Period of Notice</i>	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.
<i>Annual Leave</i>	25 working days per year.
<i>Pension/Gratuity</i>	Staffs 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 Group Stakeholder Pension and the gratuity scheme can be obtained from the Finance Section through Mrs Rosemary Saverus on 0207 747 6162.

Retirement Age 60th birthday.

B. APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS

Salary £46,140 per annum gross, subject to deductions of National Insurance contributions and UK income tax. 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 As per Salary for Section B. Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions and UK income tax.

Installation and Termination Grant Will be provided on commencement and termination of appointment at 7% of net salary

Accommodation Allowance Will be paid monthly at a rate of 30% of gross salary. Please note that this allowance is subject to UK income tax.

Travel Upon commencement and termination of service, the staff member and accompanying family members (as defined in Rule 69 (c) and (d)) will have their air travel costs met by the Secretariat. For exact entitlements regarding class of travel please contact Human Resources Section at the Commonwealth Secretariat.

In respect of the accompanying family members the relevant journey must be made within 6 months of the eligible staff member's own 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, to assist with tuition fees, board and lodging only, is paid as a reimbursable cost* 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.

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 £25,000.

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. Accommodation allowance will then be payable.

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.

+ 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.



COMMONWEALTH SECRETARIAT

Human Resources Section

MONITORING FORM - SECRETARIAT HEADQUARTERS

Please complete the form below providing the information to enable us to monitor our recruitment and ensure that our recruitment process is free from bias or unfair discrimination. The Commonwealth Secretariat is committed to observing the principles and practice of Equality of Opportunity in all its activities.

Forename(s).....

Surname.....

Nationality

Please state.....

Gender

Please indicate with an "X" Male Female

Date of birth

Day "03"	"dd" e.g.	Month e.g. "10"	"mm"	Year "yyyy" e.g. "1973"

Disability

Please indicate with an "X" whether you consider you have a disability or not.

Disability: Yes No.....

If you have indicated "Yes" that you do consider you have a disability please details in the space below of any special requirements that you may require when attending for interview or group selection activities so that we can consider how to meet those needs to ensure equality of opportunity.

.....
.....
.....

Where did you see this post advertised?

Please tell us in which publication or on which website where you saw this vacancy advertised.

.....

Thank you for completing these details – please make sure you return your completed form with your application.