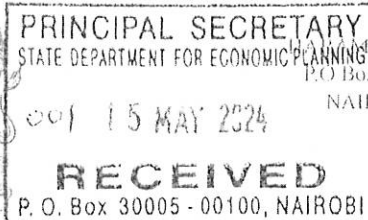


Telephone: +254-20-318888
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Email: communication@mfa.go.ke
Website: www.mfa.go.ke
When replying please quote Ref. No. and date



STATE AVENUE
P.O. Box 30551-00100
NAIROBI, KENYA

15 MAY 2024 5:22

MINISTRY OF FOREIGN AND DIASPORA AFFAIRS
STATE DEPARTMENT FOR FOREIGN AFFAIRS

Ref. No.: MFA:UN:15/23 VOL. 18 (16)

Date: 13th May, 2024

The Principal Secretary
State Department for Economic Planning
The National Treasury & Economic Planning
NAIROBI

The Principal Secretary
The National Treasury
The National Treasury & Economic Planning
NAIROBI

VACANCIES IN THE COMMONWEALTH SECRETARIAT

The Commonwealth has invited applications for the following posts:

- (i.) Operations Officer (Social Policy Development Section), Secretary General's Office, and
- (ii.) Adviser and Manager, Commonwealth Climate Finance Access Hub.

The vacancy notification is enclosed for ease of reference. More information is available on the Commonwealth website, <http://thecommonwealth.org/jobs>.

Please note that the deadline for application is 23rd May, 2024.

Humphrey Rutto
FOR: PRINCIPAL SECRETARY

Encl.

30 April 2024

Notification of Vacancy

Post Title: Operations Officer (Social Policy Development Section), Secretary Generals' Office

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

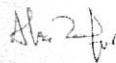
All applications will be subject to the Secretariat's competitive recruitment process.

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, <http://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, including those supported by member governments, will be acknowledged. The Commonwealth Secretariat receives an extremely high volume of applications for each role and values each one. You can expect to be notified of the outcome of your application in due course, before the recruitment process concludes.

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 **23 May 2024 at 17:00 BST**



Alia Zafar
Director, Human Resources & Facilities Management Division

Encl.

Operations Officer

Salary
£49,717 pa + benefits

Location
London

The vacancy

Operations Officer

£49,717 pa + benefits

London SW1, Pall Mall

The closing date is 23 May 2024, 5:00pm BST

We have an excellent opportunity for an Operations Officer to work the Social Policy Development (SPD) Section within the Secretary Generals' Office (SGO).

The SPD Section works and collaborates with Commonwealth member governments, leaders and professionals throughout the Commonwealth to develop and implement social policy and programmes for the empowerment of the citizens of the Commonwealth. It focuses on areas of major political, economic, and social importance to the citizens of the Commonwealth based on the mandates received from the Commonwealth Heads of Government Meetings (CHOGM) and the Commonwealth Secretariat Strategic Plan.

The SPD Section aims to support member government, leaders, and professionals to create optimal enabling environments for citizens of the Commonwealth to participate as equal partners in development and democracy. The SPD Section also facilitates and supports representative leaders to build national, regional, and Pan-Commonwealth networks. As well as standalone initiatives, the SPD Section includes collaboration with other Commonwealth Secretariat Divisions to integrate various perspectives across all key facets of the Commonwealth (E.g. economic, political, human rights).

The successful candidate will report to the Head of Social Policy Development Section and supports the leadership team of Social Development Policy Section and has responsibility for providing operational and administrative support to the Section, including co-ordination of strategic planning; preparation of budgets; financial management, monitoring, analysis and reporting; coordination of programme reports, evaluation and talking points; and adherence to travel and procurement policies and procedures.

To be considered, you will need:

- A bachelor's degree in a relevant discipline, such as finance, accounting, project management, business or strategy.
- At least five years' multi-function experience in a mid-level administrative role, supporting a programme or business team, including budgeting, financial analysis and management issues and experience of cross-functional stakeholder engagement.
- Professional and/or post graduate qualifications in a field such as finance, accounting, public administration, human resources or related field is desirable.

The Commonwealth is a voluntary association of 56 independent sovereign states, which cooperate in the common interests of their citizens, to further international understanding, development, and democracy. The Commonwealth's membership has great diversity of economic strength, geography, and ethnicity, combined with a common heritage of values, language, institutions, and democratic traditions. The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association's member governments in advancing democracy, development, and respect for diversity.

To join us, you must be a citizen of a Commonwealth country.

About us

The Commonwealth is a voluntary association of **56 independent and equal countries**.

It is home to 2.5 billion people, and includes both advanced economies and developing countries. 33 of our members are small states, including many island nations.

Our member governments have agreed to shared goals like development, democracy and peace. Our values and principles are expressed in the **Commonwealth Charter**.

The Commonwealth's roots go back to the British Empire. But today **any country can join** the modern Commonwealth. The last two countries to join the Commonwealth were Gabon and Togo in 2022.

Adviser and Manager, Commonwealth Climate Finance Access Hub

Salary
£62,000 + benefits

Location
Port Louis, Mauritius

The vacancy

Adviser and Manager, Commonwealth Climate Finance Access Hub

LOCATION: Port Louis, Mauritius

DURATION: 2 years (with the possibility of extension)

FEE: £62,000 plus benefits

CLOSING DATE: 17:00 BST, 27 May 2024

The Commonwealth Climate Finance Access Hub (CCFAH) aims to improve and strengthen the climate resilience of small and other vulnerable Commonwealth countries through improving their access to climate finance.

The CCFAH seeks to strengthen the capacity (human and institutional) of key ministries and agencies mandated to attract and manage climate finance in small and other vulnerable states; support the development of a pipeline of climate change projects in these countries; increase the evidence base on climate finance, with particular focus on small and other vulnerable states; and advance the Secretariat's climate finance advocacy. The Hub also aims to enable member states to realise the targets set out in the Paris Climate Change Agreement and catalyse the attainment of the 2030 Sustainable Development Goals (SDGs).

The Adviser and Manager will be responsible for institutional development and enhancement of the CCFAH. This will involve working in close coordination with the climate change section to develop and strengthen relevant technical instruments and procedures. The post-holder will develop a comprehensive stakeholder engagement plan, strengthen and maintain strategic relationships with CCFAH beneficiary countries, identify

and implement innovative and cost-effective ways of enhancing the capacity of beneficiary countries and entry points for other Commonwealth Member States to benefit from CCFAH, and build relationships with the various institutions that provide climate finance and, establish partnerships with other institutions involved in capacity building for climate finance.

The successful candidate will be responsible for management and administration of the team, supervising Commonwealth Regional Climate Finance Advisers, leading on recruitment processes, strengthening and building upon existing procedures and instruments, and ensuring that CCFAH outputs meet high standards. Knowledge management and operational management are also key elements of the role.

To be considered for this opportunity, you will need a Master's degree or equivalent in Environmental Studies, Climate Change, Environmental Economics, Natural Sciences, Project Management, Public Administration, or any other related subject. You will need 15 years proven experience in climate change including development and implementation of donor funded projects. You will also need to have proven management and institutional development experience, an in-depth understanding of climate finance issues, experience of country level issues in SIDS and LDCs, knowledge of key stakeholders and actors involved in climate finance, and financial management experience in projects and programmes.

Please refer to the terms of reference for full details.

Please apply for by submitting a cover letter with your CV, outlining your experience and suitability for the role. To be considered you must be a Commonwealth citizen.

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