



COMMONWEALTH SECRETARIAT

Programme Manager, Youth Development (YWET), Asia Centre Commonwealth Youth Programme

APPLICATION FOR EMPLOYMENT

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 **21 December 2007**.

Before you apply please take note of the following;

- This position is based in Chandigarh, India
- You must be a national of a Commonwealth country.
- Salary range is from £12,872 to £15,876 p.a.
- The Commonwealth Secretariat will shortly be undertaking reviews of the pay and grading systems and of the terms and conditions of service of CYP internationally recruited staff. The results of these reviews will be implemented shortly thereafter. This post may be offered under the new terms and conditions of employment.
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **three satisfactory references, one of which must be a reference from your current or most recent employer**. Please provide your reference details 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. If you are shortlisted we will contact your referees, **please record in your application whether your current employer can be contacted prior to the interview**.

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 shortlisted and invited to attend an interview. If you do not hear from us within **three months of the closing date**, you may assume that your application has not been successful.

Thank you for your interest.

Ms Marilyn Benjamin

Direct Tel: +44 (0) 20 7747 6180

Direct Fax: +44 (0) 20 7747 6520

E-mail: HQ-Recruitment@commonwealth.int

JOB AND TASK DESCRIPTION

Job Title:	Division:	Grade:
Programme Manager, Youth Development (YWET)	Commonwealth Youth Programme Asia Centre	PM

Reports To: Regional Director (Asia)

General information

The Commonwealth Youth Programme (CYP) is an intergovernmental organization that supports the activities of member governments investing in young people through the development of policies and programmes in Youth Enterprise and Sustainable Livelihood (YESL), Governance, Development and Youth Networks (GDYN), and Youth Work Education and Training (YWET). The Programme currently addresses the concerns of young people in education, gender, poverty, health and sustainable development. Its objective is to establish and strengthen youth ministries and independent youth networks to support policy and programme development based on the active participation of both young women and men.

The CYP assists fifty-three member countries of the Commonwealth through the Pan Commonwealth Office (PCO) in London and four Regional Centres in Africa, Asia, the Caribbean and Pacific. In addition, it provides expertise, on demand, to other stakeholders including regional organisations and government.

Job summary

The Programme Manager : Youth Development is part of a team of three technical officers who assist the Regional Director in the formulation of the Regional Strategic Plan and the Annual Operational Plan. S/he is responsible for implementation of the said plans, particularly in respect of the programme strategic area assigned to her/him. Towards this, s/he has to organize events and conduct programmes, bring out reports and publications thereon, conduct research and evaluation, where required, and carry out such other tasks as may be assigned by the Regional Director from time to time. In brief, the Programme Manager contributes to all aspects of CYP operations, supporting the efforts of governments and youth organisations, and collaborating with international organisations in the promotion of range of youth development activities.

Task description

The primary purpose of the YWET PM will be to advocate for the professionalisation of youth work in collaboration with educational institutions, training agencies, governments, youth workers and other stakeholders.

The PM will be expected to facilitate programmes which will:

- Contribute to capacity building and skills enhancement of youth leaders, youth workers and youth functionaries through youth development courses;
- Increase the number of partner institutions and training agencies delivering capacity building programmes from the 8 Commonwealth countries in Asia, as well from the other three regions;
- Commission research, share and disseminate information and best practices and capacity development of young people in the area of youth development.

Under the overall guidance and supervision of the Regional Director, the Programme Manager Youth Development is required to perform the following tasks:

- i) Promote youth participation in development, democracy, and governance, particularly at the local level, and active citizenship in the Asia region to advance the involvement of youth in the decision making processes by:
 - a. Working with governments, regional youth networks and other partner agencies to develop policies and programmes;
 - b. Planning, coordinating, delivering and evaluating programmes including capacity building workshops;
 - c. Undertaking research and disseminating information on relevant issues.
 - d. Assisting team members in preparing concept papers and articles on global development issues in the area of youth and governance.
- ii) Foster youth development in the region, particularly to increase the skill and knowledge of young people by:
 - a. Working with and through networks and other structures such as Youth Ministries, National Youth Councils and NGOs across the region to develop and enhance programmes;
 - b. Planning, coordinating, delivering and evaluating programmes ;
 - c. Undertaking research and using this to enhance the programmes, particularly through those that are run for the capacity building programmes.
- iii) Participate in setting the overall CYP Strategy and enhancing the programmes that are implemented by:
 - a. Assisting in the development of a regional strategic plan based on the new strategic areas and the mandates of the Commonwealth and the CYP planning and decision-making bodies, and an annual operational plan, its implementation and evaluation;
 - b. Advocating and lobbying multilateral and bilateral development organizations to increase resource allocation for youth mainstreaming and the development of indicators;
 - c. Assisting in the preparation of materials for meetings of CYP regional planning and decision making bodies;
 - d. Preparing reports on the CYP Asia Centre's work.
- iv) Any other duties as may be assigned by the Regional Director from time to time.

Person specification

Education

Essential: A degree in social science or the humanities with professional qualifications in a field such as youth work, community development, social administration or development.

Experience

Essential: Ten years' experience of working in a government or non-government organisation in one or more of the following youth issues addressed by CYP;

youth enterprise development, youth training, youth networks and governance, and youth participation gained in the Asia Region.

Desirable: Experience in commissioning/piloting action oriented/participatory research, distance learning, adult education or curriculum development.

Competencies

Applicants should be able to demonstrate:

- A track record in planning, programme development, implementation and evaluation.
- Experience in delivering contemporary methods of training, including distance learning and experiential learning techniques.
- Project management and resource mobilization skills.
- Good written and verbal communication skills.
- Good analytical skills
- The ability to network and to influence effectively.
- The ability to market and promote the YWET work with Ministries of Youth, Education and the Public Service, tertiary institutions, training agencies, partners and organizations.
- Good basic IT skills including, Microsoft Office, email and internet research.
- A commitment to working with teams representing the diversity of ethnic, religious, racial and cultural components of the Commonwealth.



COMMONWEALTH SECRETARIAT

SUMMARY OF TERMS AND CONDITIONS FOR PROGRAMME MANAGER

COMMONWEALTH YOUTH PROGRAMME (CYP) – ASIA CENTRE (INDIA)

Duration of Appointment: Appointments are on limited term contracts of two years. Contracts may be renewed by mutual agreement and subject to full satisfactory performance. Staff at this level normally serve for not more than three two-year contracts. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant. During the contract, employment may be terminated on either side by three months' written notice.

Salary Scale: £12,872; £13,301; £13,731; £14,159; £14,589; £15,018; £15,446; £15,876.

Appointments are normally to the first point of the scale. Progression up the scale is subject to fully satisfactory performance.

Retirement Age: 60th birthday.

Salary Payment: Paid monthly in arrears.

Gratuity: The Secretariat pays 15% of basic salary at the end of the contract period.

Installation Grant: A 'one off' payment to an appointee not already resident in Chandigarh, India: 6% of salary for a single appointee; 9% of salary if accompanied by a spouse or dependant children.

Termination Grant: A 'one off' payment to an appointee who qualifies for the installation grant, paid on termination of appointment: 6% of salary for a single appointee; 9% of salary if accompanied by a spouse or dependant children.

Accommodation: Accommodation, or a reasonable accommodation allowance will be provided.

- Education Allowance:*** An accountable education allowance of up to £4,025 per annum for each dependant child under 21 years in full-time attendance at an educational institution.
- Expatriation Allowance:*** Payable to an appointee who is not a national of the country where the Centre is based, at the rate of 15% of the basic salary for married appointees or 10% of the basic salary for single appointees.
- Moving Costs:*** Economy class air travel for appointee and dependants not already resident in Chandigarh, India. An accountable allowance to meet the costs of packing, transporting and unpacking personal effects up to 500 cubic feet. In addition, up to 15kgs of excess accompanied luggage by air for self and each dependant is allowed. These allowances are payable on joining and termination of appointment.
- Home Leave Passages:*** Home leave will be provided at the end of each two year contract. Passages will be provided for the appointee and dependants of the appointees household who have resided in Chandigarh with the appointee for three consecutive months or more and who will be returning to Chandigarh for a further period of three consecutive months or more.
- Tax:*** Emoluments are currently not subject to income tax in India, unless the appointee is an Indian national. The Commonwealth Secretariat will not be responsible for any taxes which may be payable on the emoluments or other allowances elsewhere.
- Medical:*** Appointments are subject to a medical examination.
- 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.
- Leave:*** 25 working days annually.

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 "10"	"mm" e.g.	Year "1973"	"yyyy" e.g.

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.

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Where did you see this post advertised?

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

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