

ADVERTISEMENT

The Commonwealth Parliamentary Association (CPA) is pleased to announce the vacancy of the Secretary General of the Commonwealth Parliamentary Association. The CPA is a London-based Organization, which exists to connect, develop, promote and support Parliamentarians and their staff to identify benchmarks of good governance, and implement the enduring values of the Commonwealth. The CPA comprises nine regions including Africa, Asia, Australia, British Isles and Mediterranean, Canada, India, Caribbean, Americas and Atlantic (CAA), Pacific and South-east Asia. The CPA Asia region is composed of the Federal Parliaments of Bangladesh and Pakistan as well as Four Provincial Assemblies of Pakistan.

The selection of the CPA Secretary General is a 4-stage process. At this first stage, the applications of the interested/eligible candidates are invited to be subsequently short-listed and a maximum of 3 candidates from the CPA Asia Region will be put forward to the next stage. Thereafter, a total of five candidates will be short-listed through interview by a Selection Panel made up of representatives from all 9 CPA regions. Following interviews, the Selection Panel will then confirm the successful candidate and any reserve candidate. Subsequently, the Coordinating Committee of the CPA will formally recommend the approval of the candidature to the Executive Committee when it meets April 2020. The Executive Committee of the CPA, if agreed, will then approve the candidate to be appointed as Secretary General of the Commonwealth Parliamentary Association. The Secretary-General-elect is expected to commence her/her employment at the CPA Secretariat on 1 August 2020.

The applications are invited from the interested candidates having the following experience and credentials. The applications should be addressed and sent to the Regional Secretary (CPA Asia Region), Syed Shamooun Hashmi, Joint Secretary (International & Public Relations), Room # 222, National Assembly Secretariat, Parliament House, Constitution Avenue, Islamabad **before November 30, 2019**:

Experience:

- Understanding and commitment to the values of the Commonwealth.
- Evidence of building a high-performing team and leading the activities of staff to achieve policy outcomes.
- Evidence of policy and strategy formulation and implementation for a large diverse organization.
- A high level of political awareness and demonstrable skills of working in a political sensitive environment.
- Working with people from different geographical regions, backgrounds and cultures.
- Working in membership based organizations that focus upon advancing principles of good governance.
- Evidence of proactively seeking out examples of best practice, raising and maintaining the quality of service provision.
- Significant and demonstrable prominence in a Parliamentary or Governmental position or a Parliamentary Governance/Administration.

Skills & Abilities:

- Ability to think strategically, understand and communicate strategic intent to Executive Committee, Trustees and staff at a range of different levels and backgrounds.
- Excellent management and analytical skills, including the capacity to communicate complex information clearly.
- Ability to maintain strong working relationships with government and non-government stakeholders.
- Ability to comply with, and demonstrate, inclusive working practices.
- Ability to manage multiple and competing priorities/demands and in difficult and challenging circumstances.
- Ability to lead a diverse staff base particularly whilst responding to change and maintaining their morale.
- Ability to deliver at pace, whilst working under pressure.
- Able to work positively and maintain open working relationships with the Executive Committee.
- Willingness and ability to travel for up to 8 weeks a year (separate trips). During periods spent abroad, the post-holder may be expected to work unsocial hours from time-to-time.
- Ability to monitor and evaluate organizations practice and techniques.
- Excellent working knowledge of Microsoft Excel, Word and PowerPoint.
- Ability to represent the Association in external fora.

Education and Qualifications:

- PhD or MBA or first-degree level education in any discipline; or first-degree level education with significant experience as Parliamentarian, including Parliamentary Administration.
- Knowledge or ability to become familiar with relevant legislation on UK Charities, Employment Law, and Occupational Health and Safety.

SYED SHAMOON HASHMI

REGIONAL SECRETARY, CPA ASIA REGION

Tel: +92519204047; Fax: +92519103213; Email: syedshamoounhashmi@gmail.com

Room # 222, 2nd Floor, National Assembly Secretariat, Parliament House, Constitution Avenue, Islamabad