



## **Appointment Opportunity**

The Commonwealth Parliamentary Association (CPA) is the parliamentary wing of the Commonwealth and brings together some 18,000 Commonwealth Parliamentarians from more than 180 Parliaments and Legislatures in 53 Commonwealth countries around the world. The Secretariat is located in London, United Kingdom.

### **Secretary-General**

Reporting to the General Assembly and the Executive Committee of the Association, the Secretary-General heads a staff of 19 and is the Chief Executive Officer of the Association and, in that capacity, administers its affairs and manages the staff of its Secretariat. The Secretary-General is responsible for the overall success of the Association by effectively driving, managing, representing and promoting all aspects of the CPA's aims and objectives.

The successful applicant will be required to relocate to London. The role of Secretary-General is an international appointment and, where required, the Association will provide all reasonable assistance in obtaining any necessary permission for the appointed candidate to work in the UK.

Among a range of attributes, the candidate selected will be a person who possesses: significant and demonstrable experience in a parliamentary or governmental position, together with a high level of skill in working in a politically sensitive environment; excellent management skills and the ability to lead a diverse staff base whilst responding to change; capacity to lead policy and strategy formulation and implementation for a large and diverse organisation; and an understanding and commitment to the values of the Commonwealth.

The appointment will be for a fixed four-year contract period from 1 August 2020. The annual gross salary will be commensurate with qualifications and experience. Salary on commencement will be not less than £100,000. A pension plan, health care insurance and relocation support are also provided.

The recruitment of the Secretary-General will take place in two stages. First, the nine regions that make up the CPA will select up to three candidates each. These candidates' applications will be forwarded to the CPA Headquarters Secretariat. Second, the Secretariat will provide the candidates' applications to an international executive search firm who will shortlist five candidates for interview by a Selection Panel comprised of representatives from all regions. The Selection Panel will determine the successful candidate who will be recommended to the Association's Executive

Committee for appointment at its meeting in April 2020. The Secretary-General-elect is expected to commence his or her employment at the CPA Secretariat in August 2020.

Further details of this appointment, together with the job description, can be obtained from the Secretary of the CPA's Australia Region, Mr Jerome Brown.

Candidates wishing to apply for the position should submit a biography, detailed curriculum vitae, an application letter addressing the person specification and competencies contained in the job description, and contact details for two referees. The application letter should be no more than four pages in length.

Applications may be lodged by email or post and should be received by the Regional Secretariat by **5.00 pm (AEDT) on Wednesday, 27 November 2019**, marked CONFIDENTIAL to:

Mr Jerome Brown  
Australia Region Secretary  
Commonwealth Parliamentary Association (Australia Region)  
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AUSTRALIA

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