Ministry of Civil Service and Administrative Reforms
Circular Letter No 70 of 2018
E/75/76/01/09 V6

From: Secretary for Public Service
To: Supervising Officers in Charge of Ministries/Departments

The Commonwealth Secretariat – Notification of Vacancies

The Commonwealth Secretariat is inviting applications, from appropriately qualified candidates, for the following posts:

<table>
<thead>
<tr>
<th>Post</th>
<th>Deadline for submission of application</th>
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<tr>
<td>(i) Trade Specialist (Commonwealth Connectivity Agenda)</td>
<td>Monday 03 September 2018 @ 23.59 BST</td>
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<tr>
<td>(ii) Adviser and Head, International Trade Policy Section</td>
<td>Monday 10 September 2018 @ 23.59 BST</td>
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<tr>
<td>(iii) Adviser and Head, Trade Competitiveness Section</td>
<td>Monday 10 September 2018 @ 23.59 BST</td>
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2. Details regarding the above mentioned posts can be accessed on the Commonwealth Secretariat’s Website: http://thecommonwealth.org/jobs and applications should be made thereat.

3. Your attention is sought to the fact that all applications should:
   (i) include a curriculum vitae and three referees, accompanied by a short covering letter setting out relevant experience and skills in relation to the competencies and other requirements for the posts. All applications should be addressed to the Human Resources, Commonwealth Secretariat; and
   (ii) be in line with the Commonwealth’s commitment to gender equality as 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.
4. Your attention is also invited to the fact that the onus to reverify the authenticity/genuineness of the report of vacancy prior to the submission of personal data rests with the applicant.

5. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministries/Departments.

N: G. Tiroumalechetty (Mrs)
for Secretary for Public Service