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Ministry of Civil Service and Administrative Reforms  
Circular Letter No 37 of 2006  
E/75/76/01/09

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries and Departments

Commonwealth Vacancy: Economic Affairs Division

The Economic Affairs Division of the Commonwealth Secretariat, responsible for the Secretariat's programmes on national and international economic issues and for assisting member countries to improve economic management and governance, is inviting applications for employment for the post of Economic Adviser, Economic Affairs Division, International Finance and Capital Markets Section.


2. The Economic Adviser is responsible for leading the Section's work on Private Sector Development, Making Markets Work for the Poor, and assisting in the preparations leading to the Commonwealth Finance Ministers Meeting.

3. The minimum qualification required is a Post Graduate Degree in Economics or equivalent together with a minimum of 3 years relevant work experience in economic policy formulation at a responsible level in a government, international financial institution, research organisation or the private sector, including NGO. Applicants should, among others be able to demonstrate the following:

- (i) strong analytical and drafting skills;
- (ii) ability to process data and familiarity with quantitative methods;
- (iii) ability to manage staff and interact constructively in teams and capacity to undertake work with minimum supervision.

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4. Potential candidates should note that:-
- (i) they should be nationals of a Commonwealth Country;
  - (ii) salary on appointment is £46,140;
  - (iii) they should not be close relatives of current members of staff of the Commonwealth Secretary;
5. The date limit for the submission of applications, to be forwarded directly to the Commonwealth Secretariat, is 27 October 2006. The application guidelines together with the job description are available on the Commonwealth Secretariat website [www.thecommonwealth.org](http://www.thecommonwealth.org) and on this Ministry's website <http://civilservice.gov.mu>.
6. It would be appreciated if the contents of this circular letter could be brought to the attention of all officers concerned in your Ministry/Department.

  
(P. Jhugroo)  
Supervising Officer

Copy to: Secretary to Cabinet and Head of the Civil Service