

04 January 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No 1 of 2007
E/75/76/01/09

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

To: Supervising Officers i/c Ministries and Departments

Vacancies at the Commonwealth Secretariat

The Commonwealth Secretariat is inviting nominations for the following posts:

Post	Division	Closing Date
Adviser (Legal)	Special Advisory Services Division, Economic and Legal Section	18 January 2007
Management Accountant	Finance and Management Information Section, Corporate Services Division	19 January 2007
Deputy Head of Human Resources	Corporate Services Division, Human Resources Section	19 January 2007
Head of Property Services	Corporate Services Division, Central Services Section	19 January 2007

2. Details of job descriptions and the terms and conditions applicable to the posts are available on the Commonwealth Secretariat's website: www.thecommonwealth.org as well as on this Ministry's website: <http://civilservice.gov.mu>.

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3. Potential candidates should note that they should provide their curriculum vitae accompanied by a short covering letter setting out their experience and skills in relation to the competencies and other requirements for each of the above posts. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Secretariat, women are encouraged to apply.

4. Interested candidates are requested to forward their application for any of the above posts to the Ministry of Foreign Affairs, International Trade and Cooperation **at least four working days** prior to the closing dates for onward transmission to the Commonwealth Secretariat.

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

(P. Jhugroo)
Supervising Officer

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

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