



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

29 June 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 27 of 2007
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From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries and Departments

Vacancy at the Commonwealth Secretariat

The Commonwealth Secretariat is inviting nominations for the post of Adviser and Head of Good Offices Section, Political Affairs Division.

2. Applicants should have:-
 - (i) a post graduate degree or other advanced qualification in a relevant subject such as political science or international relations;
 - (ii) extensive experience at a senior level in preventive diplomacy and political negotiation;
 - (iii) experience in an international context in managing and leading a diverse team involved in sensitive issues such as conflict prevention, resolution and post conflict capacity building.
3. Details of the job description and the terms and conditions applicable to the post are available on the Commonwealth Secretariat's website: www.thecommonwealth.org.
4. Applicants should note that:
 - (a) 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 the post;
 - (b) they should be nationals of a Commonwealth Country;
 - (c) it is the Commonwealth Secretariat's Policy not to employ close relatives of current members of staff; and
 - (d) all appointments are subject to three satisfactory reference, one of whom must be a reference from the current or most recent employer.

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5. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Secretariat, women are encouraged to apply.
6. Interested candidates are requested to forward their application for the above post **directly** to the Commonwealth Secretariat by **Friday 13 July 2007** at latest.
7. 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

or/circular/commonwealth(secretariat)