



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

27 November 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No 49 of 2007
E/75/76/01/09 V2

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c Ministries/Departments

Vacancies at the Commonwealth Secretariat

The Commonwealth Secretariat is inviting nominations for the following posts:

	<u>Post/Division</u>	<u>Qualifications/Experience</u>	<u>Closing Date</u>
(i)	ICT Adviser, Governance and Institutional Division	<ul style="list-style-type: none">• A post-graduate degree in telecommunications/electrical/computer engineering, computing science, information science, information systems, information technology, or a related field;• At least 10 years' experience at a managerial or a professional level in the area of ICT for development;• 5 years managing ICT programme or projects in the public sector.	30 November 2007
(ii)	Communications Officer, Communication and Public Affairs Division	<ul style="list-style-type: none">• University degree or an equivalent technical, professional or academic qualification;• Post-graduate qualification in media and communications or related field or at least 10 years experience in the communications/journalism field; and• Several years of experience as a hands-on reporter or correspondent in a media organisation	03 December 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

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3. 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 requirements for each of the posts;
- (b) they should be nationals of 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 references, one of whom must be a reference from the current or most recent employer. Referees should not be related to them and should be able to give an assessment of their professional abilities as well as their character;
- (e) as regards the post of Communications Officer, they should record in the application form whether their current employer can be contacted prior to the interview if ever they are short listed; and
- (f) they should forward their application(s) for any of the above posts directly to the Commonwealth Secretariat.

4. Bearing in mind the importance of improving the representation of appropriately qualified women at Senior levels in the Secretariat, women are encouraged to apply.

5. It would be appreciated if the contents of this letter 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

SuR/Vacancy Commonwealth No)