



Library

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

10 March 2008

Ministry of Civil Service and Administrative Reforms  
Circular Letter No 10 of 2008  
E/75/76/01/09 V2

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

To: Supervising Officers i/c Ministries/Departments

**Vacancy at the Commonwealth Secretariat**

The Commonwealth Secretariat is inviting nominations for the post of Director, Strategic Planning and Evaluation Division.

2. Applicants should, among others, have:-
  - (i) A first degree and a post-graduate qualification in Business Administration or relevant field; and
  - (iii) Not less than 15 years working experience; at least 10 of which should be at senior managerial and professional level.
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](http://www.thecommonwealth.org).
4. Applicants should note that:
  - (a) they should provide their curriculum vitae accompanied by a covering letter setting out their experience and skills in relation to the competences and other requirements for the post;
  - (b) they should complete the enclosed monitoring form and return it with their application;
  - (c) they should be nationals of a Commonwealth country;
  - (d) it is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff; and

.../2

- (e) all appointments are subject to three satisfactory references, one of which should be their current or most recent employer and one from their employer prior to that.

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 applications for the above post **directly** to the Commonwealth Secretariat by **21 March 2008 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