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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

13 June 2008

Ministry of Civil Service and Administrative Reforms
Circular Letter No 25 of 2008
E/75/76/01/09 V3

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:

	Post/Division	Qualifications/Experience	Closing Date
(i)	Director, Economic Affairs Division	<ul style="list-style-type: none">• A post graduate degree in Economics.• A minimum of 15 years experience with at least 10 years at senior management level, directing a team of professionals and working on development issues.	25 June 2008
(ii)	Director, Political Affairs Division	<ul style="list-style-type: none">• A first degree and a postgraduate qualification in a relevant subject.• Not less than 15 years working experience; at a senior management level in political analysis and policy development, preferably in an international context backed up by extensive political experience in this field.	03 July 2008
(iii)	Adviser (Debt Management)	<ul style="list-style-type: none">• A first degree and a post-graduate qualification in Economics, Finance or a related subject.	27 June 2008

	Post/Division	Qualifications/Experience	Closing Date
		<ul style="list-style-type: none"> • A minimum of 7 years' debt management experience, gained in government or international organisation in the following areas related to public debt management: <ul style="list-style-type: none"> (a) Debt analysis and medium term debt strategy; (b) policy considerations related to fiscal, monetary and exchange rate management issues in implementation debt strategy; and (c) market development for domestic debt. 	

Details of the job descriptions and the terms and conditions applicable to the posts are available on the Commonwealth Secretariat's website: www.thecommonwealth.org

Applicants should note that:

- (a) they should provide a curriculum vitae accompanied by a short covering letter setting out their experiences and skills in relation to the competencies and requirements for each posts;
- (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 number of staff; and
- (e) all appointments are subject to three satisfactory references, one of which must be a reference from the current or most recent employer.



COMMONWEALTH SECRETARIAT

Human Resources Section

MONITORING FORM - SECRETARIAT HEADQUARTERS

Please complete the form below providing the information to enable us to monitor our recruitment and ensure that our recruitment process is free from bias or unfair discrimination. The Commonwealth Secretariat is committed to observing the principles and practice of Equality of Opportunity in all its activities.

Forename(s).....

Surname.....

Nationality

Please state.....

Gender

Please indicate with an "X" Male Female

Date of birth

Day "dd" e.g. "03"	Month "mm" e.g. "10"	Year "yyyy" e.g. "1973"

Disability

Please indicate with an "X" whether you consider you have a disability or not.

Disability: Yes No.....

If you have indicated "Yes" that you do consider you have a disability please details in the space below of any special requirements that you may require when attending for interview or group selection activities so that we can consider how to meet those needs to ensure equality of opportunity.

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Where did you see this post advertised?

Please tell us in which publication or on which website where you saw this vacancy advertised.

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Thank you for completing these details - please make sure you return your completed form with your application.

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. Interested candidates are requested to forward their application for any of the above posts directly to the Commonwealth Secretariat.
6. It would be appreciated if the contents of this letter could be brought to the attention of the officers serving in your Ministry/Department.



P. Jhugroo
Supervising Officer

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