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17 January 2008

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 3 of 2008
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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 following posts:

	Post/Division	Qualifications/Experience	Closing Date
(i)	Director, Social Transformation Programmes Division	<ul style="list-style-type: none">• Degree in Social Science or related discipline.• At least 10 years experience at a Senior Management Level in a social Science analysis and policy development, including substantial experience in an international context.• Specialist knowledge and experience in one of the three following fields: Health, Education and Gender with a working knowledge of the other areas.• Proven track record of effective people management skills.	01 February 2008
(ii)	Adviser (Gender and Public Finance Management), Social Transformation programmes Division Gender Section	<ul style="list-style-type: none">• A post-graduate degree in the humanities, social or political sciences.• Five years' experience in working on gender issues at national, regional and international levels, including a good knowledge and understanding of gender analysis and planning. Experience in programme management including administrative, financial and budgetary processes and wide experience in dealing with various stakeholders.	01 February 2008

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(iii)	Adviser (Financial Integrity); Governance & Institutional Development Division	<ul style="list-style-type: none">• Advanced academic or professional qualifications in law, law enforcement, accountancy, finance or economics.• At least 10 years experience in developing and implementing national policies, legal, law enforcement and financial frameworks relating to anti-money laundering and anti-corruption.• Regional and/or international experience in developing and implementing anti-money laundering and anti-corruption programme• Experience of providing advice relating to the development of comprehensive anti-money laundering and anti-corruption issues in developing countries.	01 February 2008
(iv)	Programme Coordinator	<ul style="list-style-type: none">• Degree or professional qualification in Economics; Finance, Business Studies, Human Resource Management or any Social Science Discipline• Five years Management or project management experience, particularly in an international context or with professionals engaged in internationally development work.• Considerable working experience in planning and management of development activities in Governmental, international or multilateral organizations.• Experience in financial management	01 February 2008

2. 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.

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 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 references, one of whom must be a reference from the current or most recent employer.

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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 applications for any of the above posts **directly** to the Commonwealth Secretariat.
6. 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. Jimgroo)
Supervising Officer

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