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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
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08 February 2008

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 4 of 2008
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From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Vacancy at the Commonwealth Parliamentary Association

The Commonwealth Parliamentary Association is inviting nominations for the post of Director of Administration and Finance.

2. Applicants should, among others, have:-
 - (i) A degree qualification or equivalent professional experience ideally in a commonwealth parliamentary setting and/or a professional qualification from a recognized institution, preferably with a postgraduate qualification in a relevant field such as management. Knowledge and experience in accounting and Commonwealth and parliamentary matters would be an advantage; and
 - (ii) Good organizational, planning, interpersonal and communication skills.
3. Details of the job description and the terms and conditions applicable to the post are available on the Commonwealth Parliamentary Association website: <http://www.cpahq.org>
4. Applicants should note that they should provide their applications with curriculum vitae and the names and addresses of two persons to whom reference can be made.

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5. Interested candidates are requested to forward their applications marked "CONFIDENTIAL", for the above post directly to :

Dr William F. SHIJA
Secretary-General
Commonwealth Parliamentary Association (CPA) Secretariat
Suite 700, Westminster House
7 Millbank
London SW1P 3JA
United Kingdom
Tel: 44 207 799 1460
Fax: 44 207 222 6073

by Friday 15 February 2008 at latest.

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. Jhugroo
Supervising Officer

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

SuR/circular/parliamentary