



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

07 July 2009

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 19 of 2009
E/75/76/01/09 V4

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 Head of Technical Cooperation and Strategic Response group, Governance and Institutional Development Division.

2. Applicants should, among others, have:

- (i) a minimum of a Master's Degree in Development Studies/Management, Project Management, Economics, Public Administration, or a related Social Science discipline, including proven specialist knowledge in the field of technical assistance and/or project management;
- (ii) a minimum of ten years directly-related and progressively senior work experience in international development, including a proven track record of working at the senior management level in a national civil service, international or non-governmental development organisation providing strategic advice and/or technical assistance in a developing country context;
- (iii) experience in team-building, managing skilled personnel and leading team to produce at high standards;
- (iv) a broad understanding of development issues and good working knowledge of developing country governance systems;
- (v) substantial expertise in project design, development, management and evaluation of technical assistance projects; and

/... (vi)

- (vi) practical knowledge of recent developments in various areas of administrative and management reforms in Commonwealth countries.
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.
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 competencies and other requirements for the post;
 - (b) they should complete the monitoring form available on the website of the secretariat 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;
 - (e) all appointments are subject to three satisfactory references, one of whom should be their current or most recent employer and one from their employer prior to that; and
 - (f) salary on appointment is £ 40,465 per annum.
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 Friday 17 July 2009 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.



S.K. Pather
Supervising Officer

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

6/09/09 10:00 AM