



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

23 July 2009

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 21 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 Adviser and Head of Section, Small States, Environment and Economic Management Section, Economic Affairs Division.

2. Applicants should, among others, have:
  - (i) a Post-Graduate degree in Economics or Sustainable Development and 10 years of related work experience;
  - (ii) a proven track record of at least 10 years work experience at a policy level, dealing with issues concerning small states and sustainable development; and
  - (iii) demonstrated experience managing interdisciplinary teams.
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 listing three referees accompanied by a covering letter setting out their experience and skills in relation to the competencies and other requirements for the post;

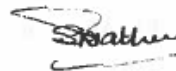
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- (b) they should complete the monitoring form available on the website of the secretariat and return it with their application;
- (c) they should be nationals of a Commonwealth country;
- (d) it is the Commonwealth Secretariat's policy not to employ 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 Thursday 30 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

SuR/circular/vacancy(adviser)