



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
MAURITIUS**

**26 July 2024**

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No. 58 of 2024**  
**E/152/48/15 T5**

From: **Secretary for Public Service**  
To: **Supervising Officers in charge of Ministries/Departments**

**Notification of Vacancy-Commonwealth Secretariat**

The Commonwealth Secretariat is inviting eligible candidates to apply for the post of Planning and Monitoring Officer.

2. A Planning and Monitoring Officer reports to a Head of Portfolio Management. The Portfolio Management Section is tasked with several critical functions, namely:

- (i) crafting the Secretariat's Strategic Plan, including the Portfolio of initiatives that support it;
- (ii) overseeing the programme planning and budgeting processes;
- (iii) developing and managing a system for quality assurance, as well as monitoring and reporting periodically on the Secretariat's achievements and progress;
- (iv) offering counsel and assistance to Directorates on programme implementation; and
- (v) integrating the Secretariat's guidelines and instruments for project management and overseeing the implementation of the Project Management Information System.

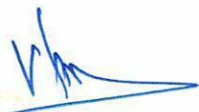
3. Interested candidates should submit their curriculum vitae, three referees and a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post. All applications should be addressed to the Human Resources, Commonwealth Secretariat.

4. Additional information regarding the vacancy can be accessed on the Commonwealth Secretariat's website: <http://thecommonwealth.org/jobs>



5. The closing date for the submission of applications is **01 August 2024 at 5:00 PM BST.**

6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.



**V. Boodhna**  
**for Secretary for Public Service**

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