



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
MAURITIUS

27 September 2024


Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No 73 of 2024
E/152/48/15 - V19T

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

Notification of vacancy-Commonwealth Secretariat

The Commonwealth Secretariat is inviting citizens of Member Governments to apply for the post of Office Manager (Joint Office for Commonwealth Permanent Missions to the United Nations in New York).

2. All applications will be subject to the Secretariat's competitive recruitment process.
3. Interested candidates should submit their curriculum vitae, the particulars of 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 may be accessed on the Commonwealth Secretariat's website: <http://thecommonwealth.org/jobs>
5. The closing date for the submission of application is **14 October 2024 at 17:00 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