

MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

26 May 2025

Ministry of Public Service and Administrative Reforms
Circular Letter No. 33 of 2025
E/152/48/15/05

From: **Senior Chief Executive, Ministry of Public Service and Administrative Reforms**
To : **Supervising Officers in Charge of Ministries/Departments**

Notification of Vacancies - Commonwealth Secretariat

The Commonwealth Secretariat is inviting applications from eligible candidates for the following vacant positions in the Secretary-General's Office:

- (i) **Deputy Secretary-General (Corporate Affairs); and**
- (ii) **Deputy Secretary-General (Programmes).**


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

3. In line with the Commonwealth's commitment to promote gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for the posts.

4. Details regarding the posts and application formalities can be accessed on the website of the Commonwealth Secretariat on the following link:
<http://thecommonwealth.org/jobs>

5. The closing date for submission of online applications is **04 June 2025 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.


G. Callychurn (Miss)
for Senior Chief Executive

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