



## MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

26 May 2025


**Ministry of Public Service and Administrative Reforms**  
**Circular Letter No. 34 of 2025**  
**E/152/48/15/05 T2**

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

### **Notification of Vacancy-Commonwealth Secretariat**

The Commonwealth Secretariat is inviting applications from eligible candidates for the post of **Head of Rewards, and Employee Wellbeing (Human Resources and Facilities Management Division)**.

2. The incumbent will be responsible for managing, developing and communicating the organisation's pay and benefits framework in line with the Commonwealth's People Strategy, providing expert advice on pay and benefits matters in an international context and managing effective pay and benefits administration. The post-holder will also be responsible for compliance, audit and risk for HR function.
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. In line with the Commonwealth's commitment to promote gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post.
5. Details regarding the post and application formalities can be accessed on the website of the Commonwealth Secretariat on the following link:  
<http://thecommonwealth.org/jobs>
6. The closing date for submission of online applications is **02 June 2025 at 17:00 (BST)**.
7. 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**