



MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

15 August 2025

Ministry of Public Service and Administrative Reforms
Circular Letter No. 54 of 2025
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From : **Secretary for Public Service**

To : **Supervising Officers in Charge of Ministries/Departments**

Notification of Vacancy- Deputy Director-General, Commonwealth Foundation

The Commonwealth Foundation is inviting applications from eligible candidates for the post of Deputy Director-General at the Commonwealth Foundation in London.

2. The Deputy Director-General would be responsible for overseeing and managing the day-to-day operations of the Foundation, ensuring operational efficiency and the achievement of the Foundation's strategic goals. The Deputy Director-General will play a pivotal role in providing strategy, leadership and vision to ensure that the Foundation has in place the appropriate business planning, programmatic design and implementation, governance, operational controls, systems, administrative and reporting procedures.
3. Appointment will be for an initial term of three years, renewable for up to three years depending on Leadership transition needs. Details regarding the post and application formalities can be accessed on the following link: commonwealthfoundation.com
4. Applicants should also submit a concise curriculum vitae not exceeding three pages and a covering letter not exceeding two pages, detailing how they would fulfil the role description and personal specification on <https://plusportal.perrettlaver.com/>
5. The deadline for the submission of applications is **Sunday 17 August 2025 (midnight 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 Secretary for Public Service

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