



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

05 December 2019

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No 87 of 2019
E/75/76/01/09 V7

From: **Secretary for Public Service**

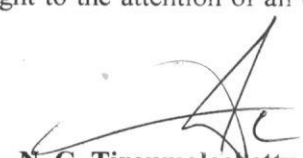
To: **Supervising Officers in Charge of Ministries/Departments**

Notification of Vacancy -The Commonwealth Secretariat

The Commonwealth Secretariat is inviting applications, from appropriately qualified candidates, for the following post:-

	Post	Deadline for submission of application
(i)	HR Systems and Data Manager	Wednesday 18 December 2019 @ 17.00 GMT

2. Details regarding the above mentioned post can be accessed on the Commonwealth Secretariat's Website: <http://thecommonwealth.org/jobs> and applications should be made thereat.
3. Your attention is sought to the fact that all applications should include a curriculum vitae and three referees, accompanied by a short covering letter setting out 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 via the online application system
4. In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post.
5. Your attention is also invited to the fact that the onus to reverify the authenticity/genuineness of the report of vacancy prior to the submission of personal data rests with the applicant.
6. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministries/Departments.


N. G. Tiroumalechetty (Mrs)
for Secretary for Public Service

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