

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

12 August 2020

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No 49 of 2020**  
**E/75/76/01/09 V8**

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

**Notification of Vacancies - Commonwealth Secretariat**

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

Post	Deadline for submission of application
Assistant Secretary to the Board of Governors	Friday 14 August 2020 @ 17.00 BST
Adviser and Head, Office of Civil and Criminal Justice Reform	Monday 17 August 2020 @ 17.00 BST
Adviser and Head, Commonwealth Connectivity Agenda	Tuesday 18 August 2020 @ 17.00 BST

2. Details regarding the above mentioned vacancy may be accessed on the Commonwealth Secretariat's Website: <http://thecommonwealth.org/jobs> and applications should be made thereat.
3. Your attention is invited to the fact that all applications should:-
  - (a) 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; and
  - (b) be in line with the Commonwealth's commitment to gender equality as the Commonwealth Secretariat encourages applications from appropriately qualified women for this post.
4. It is also recommended that the authenticity/genuineness of vacancies be reverified by applicants prior to the submission of personal data.

1/2

5. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your respective Ministries/Departments.



**P. Pirthee**  
for Secretary for Public Service

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