Ministry of Civil Service and Administrative Reforms
Circular Letter No 53 of 2017
E/75/76/01/09 V5

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

The Commonwealth Secretariat – Vacancy

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

<table>
<thead>
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<th>Posts</th>
<th>Deadline for submission of application</th>
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<tr>
<td>(i) Assistant Communications Officer x2</td>
<td>01 August 2017</td>
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<tr>
<td>Young Professionals Programme</td>
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<tr>
<td>(ii) Head of Hubs and Spokes Programme</td>
<td>04 August 2017</td>
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2. To be considered for the post of Assistant Communications Officer x2, applicants must be a citizen of a Commonwealth country aged 27 years or younger at the time applications close.

3. Details regarding the above mentioned posts can be accessed on the Commonwealth Secretariat’s Website: [http://thecommonwealth.org/jobs](http://thecommonwealth.org/jobs) and applications should be made thereat.

4. Please note that all applications for the post 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.

5. 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. Tiromalechetty (Mrs) for Senior Chief Executive

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

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