Ministry of Civil Service and Administrative Reforms
Circular Letter No 03 of 2018
E/7576/01/09 V6

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

Commonwealth Foundation – Vacancies

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

<table>
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<tr>
<th>Posts</th>
<th>Deadline for submission of application</th>
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<td>(i) Programme Officer, Commonwealth Writers</td>
<td>26 January 2018, midday (UK time)</td>
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<tr>
<td>(ii) Intern, Commonwealth Writers</td>
<td>26 January 2018, midday (UK time)</td>
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2. Commonwealth Writers is a cultural programme within the Commonwealth Foundation. Both vacancies are in Commonwealth Writers which aims to strengthen civic voice and shape public discourse through creative expression by less heard voices.

3. Please note that applicants must possess nationality or visa that gives them automatic right to work/live in the UK. The Commonwealth Foundation is unable to sponsor any visa so it must be in place at time of application.

4. Details regarding the above mentioned posts can be accessed on the Commonwealth Foundation’s Website: [https://commonwealthfoundation.com/working-for-us/](https://commonwealthfoundation.com/working-for-us/) and applications should be made thereat.

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. Tiroumalechetty (Mrs)
for Secretary for Public Service

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

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