13 June 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No 41 of 2018
E/75/76/01/09 V6

From: Secretary for Public Service
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 post:-

<table>
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<tr>
<th>Post</th>
<th>Deadline for submission of application</th>
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<td>(i) Director, Human Resources and Facilities Management Division</td>
<td>26 June 2018</td>
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2. Details regarding the above mentioned post can be accessed on the Commonwealth Secretariat’s Website: [http://thecommonwealth.org/jobs](http://thecommonwealth.org/jobs) and applications should be made thereat.

3. 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.

4. 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. Tioumialechetty (Mrs) for Secretary for Public Service

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