



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

08 August 2018

Ministry of Civil Service and Administrative Reforms

Circular Letter No 63 of 2018

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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:-

	Post	Deadline for submission of application
(i)	Procurement Manager, Human Resources and Facilities Management Division	20 August 2018

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 invited that all applications should:

- i). include a curriculum vitae and two 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 and Facilities Management Division, Commonwealth Secretariat ; and
- ii). be in line with the Commonwealth's commitment to gender equality as the Commonwealth Secretariat encourages applications from appropriately qualified women for this post. In making appointments, particularly to senior positions, the Secretary- General also takes into account the representational balance of staff from across the regions of the Commonwealth.

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. Tiroumalechetty (Mrs)
for Secretary for Public Service**

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

