17 August 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 34 of 2007
E/75/76/01/09 V2

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries and Departments

Vacancies at the Commonwealth Secretariat

The Commonwealth Secretariat is inviting nominations for the following posts:

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<th>Post</th>
<th>Division</th>
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<td>(i) Human Rights Officer</td>
<td>Human Rights Unit</td>
<td>24 August 2007</td>
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<tr>
<td>(ii) Adviser and Head of Africa Section</td>
<td>Political Affairs Division</td>
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2. Applicants for the post of Human Rights Officer should, inter alia, have:
   (i) A degree in the relevant field;
   (ii) Knowledge of human rights standards and their practical application; and
   (iii) At least 3 years working experience in an environment with exposure to human rights issues.

3. As regards the post of Adviser and Head of Africa Section, applicants should have:
   (i) A post graduate degree or other advanced qualification in a relevant subject such as Political Science or International Relations;
   (ii) Extensive experience at senior level in a Government department or an international or regional organisation; and
   (iii) Expertise in diplomacy or multilateral affairs.

4. Details of the job specifications, the profiles of prospective candidates and the terms and conditions applicable to the posts are available on the Commonwealth Secretariat’s website: www.thecommonwealth.org.

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