



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

28 January 2010

Ministry of Civil Service and Administrative Reforms
Circular Letter No.6 of 2010
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From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Vacancy at the Commonwealth Secretariat

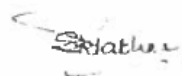
The Commonwealth Secretariat is inviting applications for the post of Assistant Secretary-General.

2. Applicants should, among others:-

- (i) have a Post-Graduate University degree in Business Administration, Human Resource Management or a related field;
- (ii) demonstrate clear evidence of at least 10 to 15 years experience as a successful senior manager in a complex business environment or international organisation;
- (iii) be expected to have served as either a senior official (at Deputy Permanent Secretary or equivalent) or senior manager in a corporate setting;
- (iv) have a good knowledge and experience of international affairs particularly intergovernmental relations and preferably of Commonwealth Countries;
- (v) have highly developed corporate management and communication skills as well as demonstrate experience of people management and administration are essential;
- (vi) have experience of working in a multi-cultural and international environment;
- (vii) have negotiating skills; and
- (viii) be able to demonstrate the core corporate values and competencies of the organisation including being able to operate in the diverse setting of the Commonwealth Secretariat.

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3. Details of the job description and the terms and conditions applicable to the post are available on the Commonwealth Secretariat's website: www.thecommonwealth.org.
4. Applicants should note that:
 - (a) they should provide their curriculum vitae accompanied by a covering letter setting out their experience and skills in relation to the competences and other requirements for the position;
 - (b) they should complete the monitoring form available on the website of the Secretariat and return it with their application;
 - (c) they should be nationals of a Commonwealth country;
 - (d) it is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff;
 - (e) all appointments are subject to three satisfactory references, one of whom should be their current or most recent employer and one from their employer prior to that; and
 - (f) salary on appointment is £50,860 per annum.
5. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Secretariat, women are encouraged to apply.
6. Interested candidates are requested to forward their applications for the above post **directly** to the Commonwealth Secretariat by **Friday 19 February 2010 at latest**.
7. It would be appreciated if the contents of this circular could be brought to the attention of all officers serving in your Ministry/Department.



(S. K. Pather)
Supervising Officer

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

or Contact Information with us at 011 230 201 3815