



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

23 November 2006

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 48 of 2006
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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:
Post of Learning and Human Resources Projects Manager

The Commonwealth Secretariat is inviting nominations for the post of Learning and Human Resources Projects Manager in the Human Resources Section (HRS) of the Corporate Services Division of the Secretariat.

2. The Learning and Human Resources Projects Manager will be responsible for two specific functions within the HRS, namely for:

- managing the Learning & Development function to enable improved performance across the Secretariat; and
- managing specific HR led projects to enable the delivery of improved HR service to the Commonwealth Secretariat.

3. Applicants should hold a degree and/or a professional qualification in Human Resources or Learning and Development and considerable experience in Human Resources at middle management level, with two years managing the learning and development function within an organization. Post graduate qualifications and prior experience of project management are desirable.

4. Candidates should be able to demonstrate:

- an ability to design and deliver learning and development programmes to staff at various levels of the organization;
- well developed communication and interpersonal skills;
- well developed organisational and analytical skills;
- ability to negotiate and work well under pressure;
- budget management skills;
- strong IT skills and able to utilize project management applications; and
- ability to work well in a diverse, multicultural environment.

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. Potential candidates should note that:
- (a) they should provide their curriculum vitae accompanied by a short covering letter setting out their experience and skills in relation to the competencies and other requirements for the above post;
 - (b) they should be nationals of a Commonwealth country;
 - (c) salary on appointment for the post is £41,773 per annum;
 - (d) they should not be close relatives of the current members of staff of the Commonwealth Secretariat; and
 - (e) all appointments are subject to three satisfactory references, one of which must be a reference from their current or most recent employer. Reference details must be included in the application.
7. The job description and a summary of terms and conditions applicable to the post are available on the Commonwealth Secretariat's Website, www.thecommonwealth.org. The closing date for the submission of applications, which are to be forwarded directly to the Commonwealth Secretariat, is **22 December 2006**.
8. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.


(R. L. Ingrop)
Supervising Officer

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