



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

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Ministry of Civil Service and Administrative Reforms  
Circular Letter No 14 of 2007  
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From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries and Departments

**Vacancy at the Commonwealth Secretariat:**  
**Post of Adviser and Head of the Economic and Legal Section**

The Commonwealth Secretariat is inviting nominations from member Governments for the post of Adviser and Head of the Economic and Legal Section in its Special Advisory Services Division.

2. The Adviser and Head of the Economic and Legal Section will report to the Director of the Division and will be responsible for:

- (a) managing the delivery of the Economic and Legal Section (ELS) advisory services and supervising its professional staff comprising economists and lawyers specialised in the areas of focus;
- (b) managing a portfolio of projects under the petroleum and mineral resources programme; and
- (c) delivering economic advice, either alone or as part of a multi-disciplinary team, on petroleum and mineral resource matters to client governments.

3. The minimum qualification requirements for the post are:

- (i) A degree in economics and a post-graduate degree of relevance to petroleum and mineral resources development.

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- (ii) Substantial experience at the level of a senior economist in petroleum and mineral resources development gained in a developing country, government ministry or international advisory context.
  - (iii) A record of managing projects/programmes involving teams of multi-disciplinary professionals.
4. Candidates should be able to demonstrate the following:
  - A track record of delivering high quality results.
  - Strong leadership skills and the ability to develop and motivate a team of multi-disciplinary professionals, managing resources to deliver results, within tight deadlines.
  - Highly developed analytic skills and the ability to provide clear and objective written and verbal advice and recommendations.
  - Effective interpersonal, communication and negotiation skills, including the ability to interact effectively at senior levels.
  - Capacity to work and network effectively with a wide variety of partners and stakeholders.
5. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Secretariat, application from female officers is encouraged.
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 competences and other requirements for the post;
  - (b) they should be a national of a Commonwealth country;
  - (c) salary on appointment is £ 40,296 per annum;
  - (d) they should not be close relatives of the current members of staff of the Commonwealth Secretariat; and

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- (e) all appointments are subject to satisfactory references. Candidates should provide details of three referees, one of whom must be a reference from their current or most recent employer and one for their employer prior to that, ensuring that their account for the last two years of their employment history in their application.

7. Details of the job description and the terms and conditions applicable to the post are available on the Secretariat's website [www.thecommonwealth.org](http://www.thecommonwealth.org). The closing date for the submission of application, which should be forwarded directly to the Commonwealth Secretariat, is 30 April 2007.

8. It would be appreciated if the contents of this letter could be brought to the attention of all officers serving in your Ministry/Department.

  
(P. Jhugroo)  
Supervising Officer

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

by Circular II & L Section