



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

11 May 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 22 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:

	Post	Division	Closing Date
(i)	Head of Gender Equality	Gender Section, Social Transformation Programmes Division	18 May 2007
(ii)	Adviser and Head of Section (International Finance and Capital Markets Sections)	Economic Affairs Division	25 May 2007

2. Applicants for the post of Head of Gender Equality should have:

- (i) a first degree together with a post-graduate qualification in a related field such as gender studies, social or political sciences;
- (ii) extensive experience in progressively responsible positions, especially at senior levels, in formulating and implementing gender and development policies and programmes at national, regional or international levels, including in at least one developing and one Commonwealth country;
- (iii) strong leadership skills and experience in operating in a political sensitive environment; and
- (iv) proven track record of effective people management skills, of managing a high performance team and financial management.

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3. As regards the post of Adviser and Head of Section (International Finance and Capital Markets Sections), applicants should have:

- (i) a Post-Graduate degree in Economics or a relevant Post-Graduate degree with strong Economics components;
- (ii) a PhD in Economics is desirable;
- (iii) experience of at least 10 years in economic analysis and policy formulation (especially monetary, financial and macro-economic issues) and a good knowledge of capital markets and institutions; and
- (iv) extensive experience of working in (or on) developing countries.

4. Details of job descriptions and the terms and conditions applicable to the posts are available on the Commonwealth Secretariat's website: www.thecommonwealth.org.


5. Applicants 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 each of the above posts;
- (b) they should be nationals of a Commonwealth Country;
- (c) it is the Commonwealth Secretariat's Policy not to employ close relatives of current members of staff; and
- (d) all appointments are subject to three satisfactory references, one of whom must be a reference from the current or most recent employer.

6. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Secretariat, women are encouraged to apply.

7. Interested candidates are requested to forward their application(s) for any of the above posts directly to the Commonwealth Secretariat before the closing dates.

8. It would be appreciated if the contents of this Circular 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

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