



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

28 June 2007

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 26 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:-

<b><u>Post/Division</u></b>	<b><u>Qualification/Experience</u></b>	<b><u>Closing Date</u></b>
Head of Human Resources, Corporate Services Division	A first degree and a post graduate qualification in HR, business administration, social sciences or a relevant field  At least 10 years progressively responsible experience in HRM, including experience at the management level	10 July 2007
Director, Special Advisory Services Division	An academic or professional qualification in areas such as social sciences, economics or development studies together with a post-graduate qualification, e.g - MA/MBA/MSc  Extensive experience at a senior management level, directing a team of professionals engaged in work on development issues	19 July 2007
Adviser & Head of the Economic & Legal Section, Special Advisory Services Division	A degree in economics and a post-graduate degree of relevance to petroleum and mineral resources development  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	27 July 2007

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2. Details of job descriptions and the terms and conditions applicable to the posts are available on the Commonwealth Secretariat's website: [www.thecommonwealth.org](http://www.thecommonwealth.org).
3. 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 reference, one of whom must be a reference from the current or most recent employer.
4. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Secretariat, women are encouraged to apply.
5. Interested candidates are requested to forward their applications(s) for any of the above posts **directly** to the Commonwealth Secretariat.
6. 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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