

11 January 2007

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 3 of 2007**  
**E/75/76/01/09**

**From:** Supervising Officer, Ministry of Civil Service and Administrative Reforms

**To:** Supervising Officers i/c Ministries/Departments

**Vacancy at the Commonwealth Secretariat:**  
**Post of Adviser (Trade), Economic and Legal Section, Special Advisory Services Division**

The Commonwealth Secretariat is inviting nominations from member governments for the post of Adviser (Trade), Economic and Legal Section, Special Advisory Services Division.

2. Applicants should hold a first degree in Economics, Business Management or Commerce and have extensive experience in one or more of the areas of export and sectoral strategy development, market development, trade facilitation and international trade issues.

3. The application pack including job description and a summary of the terms and conditions of service applicable to the post is available on the Secretariat's website: [www.thecommonwealth.org](http://www.thecommonwealth.org).

4. Applicants should provide a 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. Also, 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. The closing date for the submission of applications is **25 January 2007**. Interested candidates are requested to forward their applications to the Ministry of Foreign Affairs, International Trade and Cooperation **at least four working days** prior to the closing date, for onward transmission to the Secretariat.

6. 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

**(P. Jhugroo)**  
**Supervising Officer**

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

or/circular/commonwealth(Adviser)

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