



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

24 July 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 31 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) Deputy Head of Human Resources	Human Resources Section, Corporate Services Division	30 July 2007
(ii) Programme Officer	Youth Affairs Division	20 August 2007

2. Applicants for the post of Deputy Head of Human Resources should, inter alia, have:
- (i) A first degree and a post graduate qualification in either Human Resources, Business Administration, Social Sciences or a relevant field;
 - (ii) At least 10 years progressively responsible experience in human resources management, including experience at the managerial level;
 - (iii) Up-to-date knowledge and experience in Human Resource policies and practices relating to, and their application in at least two sub-functional HR areas, such as recruitment, performance management, staff administration and conflict resolution in a multicultural setting;
3. As regards the post of Programme Officer, applicants should have:
- (i) A degree in Social Science or the Humanities i.e Social Work, Sociology, Economics, Development studies, Human Rights, International studies.
 - (ii) Extensive experience of working in a government or non-governmental organisation in youth development, including policy development and analysis, programme design and implementation at national, regional development sector or youth-related development work at national and regional level.

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4. Details of the job specification, the profile of prospective candidates 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 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 and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application

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 applications 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

cc/circular/commonwealth(programme officer)