



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

08 August 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No 33 of 2007
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From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Vacancy at the Commonwealth Secretariat

The Commonwealth Secretariat is inviting nominations for the post of Head of Human Rights, Human Rights Unit.

2. Applicants should among others have:-

- (i) A post-graduate degree on human rights, law, social sciences or any other relevant areas;
- (ii) Extensive experience and knowledge on human rights law and practical experience of implementing international human rights standards at the national level;
- (iii) Experience of operating in a senior advisory capacity to governments;
- (iv) Extensive experience in developing and implementing programmes and projects to meet operational objectives, including in capacity development programmes; and
- (v) Experience of managing staff and resources.

3. Details of the job description and the terms and conditions applicable to the post are available on the Commonwealth Secretariat's website: www.thecommonwealth.org.

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4. 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 the post;
- (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 should be 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.

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

6. Interested candidates are requested to forward their applications for the above post directly to the Commonwealth Secretariat by 24 August 2007 at latest.

7. 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