



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

13 September 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No 36 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 Adviser and Head of Section (International Finance and Capital Markets Section), Economic Affairs Division.

2. Applicants should, among others, have:-
 - (i) A Post-Graduate degree in economics or a relevant Post-Graduate degree with strong Economics components;
 - (ii) 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
 - (iii) Extensive experience of working in (or on) development countries.
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.
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

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- (d) all appointments are subject to three satisfactory references, one of whom should be from the current or most recent employer.
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 Monday 01 October 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

or Circulars/ commonwealth secretariat