



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

08 November 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No 46 of 2007
E/75/76/01/09 V2

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

To: Supervising Officers i/c Ministries/Departments

Vacancies at the Commonwealth Secretariat

The Commonwealth Secretariat is inviting nominations for the following posts:

	Post/Division	Qualifications/Experience	Closing Date
(i)	Systems Development Officer, Debt Management Section, Special Advisory Services Division	<ul style="list-style-type: none">• A degree in Computer Science or any other degree with a major part relevant to computing• Five years financial or business software development experience	15 November 2007
(ii)	Adviser(Enterprise Development), Enterprise and Agriculture Section, Special Advisory Services Division	<ul style="list-style-type: none">• A first Degree in agricultural or fisheries economics and a postgraduate degree in any of the afore-mentioned fields or business management• At least seven years field experience in Small and Medium enterprise Development particularly in the agricultural sector in developing counties	16 November 2007
(iii)	Adviser and Head Debt Management Section, Special Advisory Services Division	<ul style="list-style-type: none">• A post-graduate degree in economic or a related discipline• Extensive experience in debt, finance and development resource management in	30 November 2007

		government or an international organisation	
(iv)	Economic Adviser, Trade Section, Economic Affairs Division	<ul style="list-style-type: none"> • A post-graduate degree in Economics or relevant post-graduate degree with strong economics components • At least seven years experience in the area of trade policy formulation and management and experience in managing technical assistance projects or extensive research in those areas; familiarity with WTO rules and functioning of the global trading system 	03 December 2007
(v)	Adviser (Trade), Trade Section, Special Advisory Services Division	<ul style="list-style-type: none"> • First Degree in Economics, Business Management or Commerce • At least seven years experience in one or more of the areas of export and sectoral strategy development; market development; and trade facilitation, acquired partly in developing countries. Experience in appraising and managing technical assistance projects 	07 December 2007

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

3. Applicants should note that:

- (a) they should be nationals of Commonwealth country;
- (b) it is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff; and
- (c) all appointments are subject to three satisfactory references, one of whom must be a reference from the current or most recent employer.

4. Potential and interested candidates should:
- (a) provide their curriculum vitae accompanied by a short covering letter setting out their experience and skills in relation to the competencies and requirements for posts (ii) to (v);
 - (b) as regards the post of Systems Development Officer, submit a completed copy of the application form available on the Commonwealth Secretariat's website, together with a covering letter setting out their experience and skills in relation to the competencies and requirements for the post; and
 - (c) forward their application(s) for any of the above posts directly to the Commonwealth Secretariat.
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. It would be appreciated if the contents of this 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

50/Circular/vacancy