



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

14 November 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No 48 of 2007
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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:

	<u>Post / Division</u>	<u>Qualifications / Experience</u>	<u>Closing Date</u>
(i)	Evaluation Officer, Strategic Planning & Evaluation Division	A Post-Graduate Degree preferably in Social Sciences. Considerable working experience in evaluation, RBM systems, performance assessment and the design and management of development activities in governmental, international or multilateral organisations (8 – 10 years).	19 November 2007
(ii)	Regional Director, (Africa Centre, Zambia), Commonwealth Youth Programme	A degree in Social Science or Humanities. 10 years progressive experience in youth work, community development, social development, programme management or development. Experience of managing staff and resources. Experience of dealing with Governments as partners.	30 November 2007
(iii)	Programme Manager, (Two Posts), Asia Centre, Commonwealth Youth Programme	A degree in Social Science or the humanities with professional qualifications in a field such as youth work, community development, social administration or development. Ten years' experience of working in a government or non-government organisation in one or more of the following youth issues addressed by CYP; youth enterprise development, youth training, youth networks and governance, and youth participation gained in the Asia Region	21 December 2007

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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 provide their curriculum vitae accompanied by a short covering letter setting out their experience and skills in relation to the competencies and requirements for each of the posts;
- (b) they should be nationals of 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
- (e) they should forward their application(s) for any of the above posts **directly** to the Commonwealth Secretariat.

4. 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. 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

SuR/Circular/veamq/Commonwealth/evaluation