

07 March 2007

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 8.of 2007

E/75/76/01/09

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

To: Supervising Officers i/c Ministries/Departments

Vacancy at the Commonwealth Secretariat – Post of Legal Editor

The Commonwealth Secretariat is inviting nominations from member governments for the post of Legal Editor, in its Legal and Constitutional Affairs Division (LCAD).

2. The Legal Editor reports to the Head of the Law Development Section and assists in the production of the Commonwealth Law Bulletin (CLB). He also acts as liaison and has editorial responsibilities associated with production of law series in a changing publishing environment and selects, collects and digests Commonwealth and International Legal material for LCAD.

3. The minimum qualification requirements for the post are:

- (a) A good honours degree in law and admission to practice as a barrister or solicitor in a Commonwealth country, although a Master's degree in Law is desirable;
- (b) Background in legal research and writing and experience of international instruments, legislation, statistics and case law;
- (c) Applicants should, among others, be able to demonstrate the following;

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- (i) an ability to independently produce legal material including writing, editing and redrafting material for widespread circulation;
 - (ii) strong legal research skills including interpreting and applying statutes and selecting legal materials for publications;
 - (iii) high level of organization and project management skills;
 - (iv) strong interpersonal and communication skills;
 - (v) good IT skills including, Microsoft Office, email and internet research; and
 - (vi) ability to work effectively and sensitively in a multicultural environment.
4. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the secretariat, application from female officers is encouraged.
5. Potential candidates 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) salary on appointment for the post is £41,773 per annum;
 - (d) they should not be close relatives of the current members of staff of the Commonwealth Secretariat; and
 - (e) all appointments are subject to three satisfactory references, one of which must be a reference from their current or most recent employer. Reference details must be included in the application.

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6. Details of the job description and the terms and conditions applicable to the post are available on this Ministry's website, <http://civilservice.gov.mu>. The closing date for the submission of applications, which **should be forwarded directly to the Commonwealth Secretariat, is 13 March 2007.**

7. It would be appreciated if the contents of this circular 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

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