



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

08 April 2008

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 17 of 2008
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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 Financial Accountant, Finance and Management Information Section, Corporate Services Division.

2. Applicants should be professionally qualified from a recognised body e.g. ACCA, CIMA, and ACA. They should among others, have:

- (i) at least 3 years post qualification experience;
- (ii) strong financial accounting experience including preparation of annual financial statements for audit purposes;
- (iii) experience of working with CODA Financials or a similar accounting package; and
- (iv) five years supervising experience in a similar role.

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 covering letter setting out their experience and skills in relation to the competences and other requirements for the post;
- (b) they should complete the monitoring form available on the website of the Secretariat and return it with their application;
- (c) they should be nationals of a Commonwealth country;

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- (d) it is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff; and
- (e) all appointments are subject to three satisfactory references, one of whom should be their current or most recent employer and one from their employer prior to that.

5. Interested candidates are requested to forward their applications for the above post directly to the Commonwealth Secretariat by Wednesday 30 April 2008 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