



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS**

16 April 2008

Ministry of Civil Service and Administrative Reforms  
Circular Letter No 19 of 2008  
E/75/76/01/09 V3

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

To: Supervising Officers i/c Ministries/Departments

**Vacancies at the Commonwealth Secretariat**

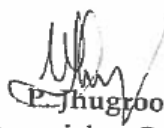
The Commonwealth Secretariat is inviting nominations for the post of Systems Development Officer, Debt Management Section, Advisory Services Division.

2. Applicants should, among others, have:

- (i) a degree in Computer Science or any other degree with a major part relevant to computing; and
- (ii) five years financial or business software development experience including:-
  - strong analytical and programming skills in a Rapid/Visual development environment and Object-Oriented Design skills using UML;
  - strong SQL and Stored Procedure Programming and Database Design and Administration skills, using Microsoft SQL/Server 2000/2005 and/or ORACLE 9i/10g;
  - operating systems administration skills in particular Microsoft Windows XP 2000, 2003;

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- user Training and Support, with a good knowledge of contemporary IT technologies and methodologies; and
  - project management experience.
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](http://www.thecommonwealth.org).
4. Applicants should note that:
- (a) they should complete and submit an application form available on the Secretariat's Website 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 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
  - (d) 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. 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 Thursday 24 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