



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS**

**MAURITIUS**

18 April 2008

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 20 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 Political Affairs Officer, Political Affairs Division.

2. Applicants should, among others, have:
  - (i) a degree in a relevant subject such as political science and international relations; and
  - (ii) three years' experience in international affairs, preferably in an international organisation or government department with expertise in developing countries, including research and drafting.
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 provide their curriculum vitae accompanied by a covering letter setting out their experience and skills in relation to the competencies 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. 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 **Friday 02 May 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