

3 November 2006

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 44 of 2006
E/75/76/01/09

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

To: Supervising Officers i/c Ministries/Departments

Vacancies at the Commonwealth Secretariat

The Social Transformation Programmes Division of the Commonwealth Secretariat, which is responsible for supporting the achievement of the Millennium Development Goals in the Commonwealth, is inviting nominations from Commonwealth Countries for the following posts:

(a) Head of Health Section – Social Transformation Programmes Division

(i) Job summary

The Head of Health Section is responsible for providing leadership and strategic direction to the Health Programme, overseeing annual Planning, Personnel and Financial Management, Publicity materials and change management programmes within the Division.

(ii) Qualification, Experience and Competencies

The minimum qualification requirements for the post are a Post-Graduate Degree in a relevant field such as Health and Development, Health Management, Epidemiology or Social Development together with extensive senior management working experience in the development and implementation of health policies and programmes at national, regional or international levels. Applicants should, among others, be able to demonstrate the following:

- * A sound knowledge of global developments in health and international organizations advancing quality health care;
- * Health and Development expertise appropriate for a leader in the field;
- * The vision, entrepreneurial spirit and strategic thinking ability to drive a cutting edge Health Programme;

/2..

- * Proven management experience and the ability to provide direction and motivation to a team of staff; and
- * Excellent team working skills and ability to work as a member of Social Transformation Programmes Division Senior Management Team.

(b) Head of Gender Equality – Gender Section Social Transformation Programme Division

(i) Job Summary

The Head of Gender Equality is responsible for providing leadership and strategic direction to the gender team delivering gender equality programmes and overseeing annual planning, personnel and financial management.

(ii) Qualification, Experience and Competencies

The minimum qualification requirements for the post are a Post-Graduate Degree with a specialisation in Gender and Development and a knowledge of gender mainstreaming approaches and methodologies, together with extensive senior management experience including a proven track record in the development and implementation of gender policies and programmes at national, regional or international levels. Applicants should, among others, be able to demonstrate the following:

- * A sound knowledge of global trends, processes and structures for advancing women's rights and gender equality;
- * Gender expertise including experience of mainstreaming gender equality;
- * The vision, entrepreneurial spirit and strategic thinking ability to drive a cutting edge Gender Equality Programme;
- * Proven management experience and the ability to provide direction and motivation to a team of staff; and
- * Proven financial management and budgeting experience, meeting sound financial guidelines and ensuring value for money.

2. 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 above posts;
- (b) they should be nationals of a Commonwealth country;
- (c) salary on appointment for the posts is £36,898 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.

3. The date limit for the submission of applications for the posts, to be forwarded directly to the Commonwealth Secretariat, is **Friday 17 November 2006**. An application pack including a job description and summary of the terms and conditions of services applicable to each of the above posts, is available on the Secretariat's website www.thecommonwealth.org.

4. It would be appreciated if the content of this letter could be brought to the attention of all officers concerned in your Ministry/Department.

(P. Jhugroo)
Supervising Officer

Copy to:-
Secretary to Cabinet and Head of the Civil Service

or /vacancy/commonwealth