The Commonwealth

Assistant Programmes Officer – Software Development
Young Professionals Programme

APPLICATION GUIDELINES – COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification details information on the division, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

- You **must be a citizen of a Commonwealth country aged 27 years or under at the time the applications close.** You will be required to provide evidence of this if you are shortlisted for the post.

- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.

- All appointments are subject to **satisfactory references.** You will be required to provide details of two referees, one of whom should be your current or most recent employer, ensuring that you account for at least one year of your employment history in your application, and the other from an employer prior to your most recent role **or** an academic reference. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.

- You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.

- Salary on appointment is £28,500 per annum. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions (from which overseas-recruited Diplomatic staff members are exempt).

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post. Your application should be received no later than Thursday 25th July 2019 at 17:00 BST.

Applications should be made via our online application system at http://thecommonwealth.org/jobs**.**

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team
The Commonwealth Secretariat
E-mail:HQ-Recruitment@commonwealth.int