

HOW TO APPLY

PROJECT REFERENCE:	PG/GRE/0528 (SPA)
POST TITLE:	Senior Policy Adviser (Policy Coordination, Analysis and Capacity Building)
LOCATION:	St George's, Grenada
DURATION:	Two (2) Years
START DATE:	As soon as possible
RESPONSIBLE TO:	Cabinet Secretary, Government of Grenada or nominee
CLOSING DATE:	28 March 2014 (extended from 27 February 2014)

- The position is open only to nationals from Commonwealth member countries.
- The proposed annual emoluments package for this assignment [comprising fee plus inducement allowance plus service gratuity] is in the region of £45,000 per annum. In addition to this, a housing allowance, education allowances, installation grant and shipment of personal effects are also provided. Other allowances are indicated on the attached statement and all emoluments are free of tax. (A summary of the relevant terms and conditions of service for this assignment is attached in Annex I).
- To apply, please forward
 - A detailed CV together with a covering letter and including the names and contact details of three referees.
 - Referees provided, should include your current or most recent/last employer. If your current/last employment has been for less than 2 years, you should also include a previous employer. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. (We will not take up references until after any qualified offer has been made).
 - Applicants should provide an indication of their earliest availability for the assignment, or period of notice required, in the event of an offer.
 - A completed Personal History Form (PHF) which is available for download along with the Skill Codes Booklet from the Commonwealth Secretariat website under 'Long Term Assignments' (Overseas) page.

Links to PHF:

<http://thecommonwealth.org/sites/default/files/page/documents/CFTC-personal-history-form.pdf>

Job Skill Codes:

<http://thecommonwealth.org/sites/default/files/page/documents/JobSkillCodes-New240809.pdf>

- The closing date for receipt of applications is 28 March 2014 (**extended from 27 February 2014**).

Submission of Application

Applications should be submitted via e-mail to:

Mr James Lek
Human Resources Division
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX
e-mail: j.lek@commonwealth.int

Thank you for your interest.

James Lek
Human Resources Division

(NB: In view of the volume of applications the Secretariat receives, our green policy, and the need to reduce costs, it is our practice to communicate further about this vacancy only with those who are short listed and invited to attend an interview. If you do not hear from us within three months of the closing date, you may assume that your application has not been successful.)

(JL/14Mar-2014)