



The Commonwealth
Head of Programmes, Youth Affairs Division

APPLICATION FOR EMPLOYMENT - SECRETARIAT HEADQUARTERS

You will find attached the job description of the role and general information on the section; the person specification specifically defines the education, experience and competencies required for the post and the summary terms and conditions for the grade of the position.

Before you proceed to apply, either online, ensuring you quote the correct vacancy number, or to our HQ-Recruitment address, please consider if you meet the following generic requirements;

- You must be a national of a **Commonwealth country**. Please provide evidence with your application.
- 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 three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. 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 of employment has been made.
- 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 for British citizens or UK residents, **£84,821p.a** which is taxable and for overseas recruited staff is a net amount of **£61,071p.a**. The difference in the amounts in respect of overseas recruited staff reflects their non-liability for Commonwealth Secretariat internal income tax (paid at UK income tax rates) and the payment of expatriation or other allowances.

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. Please ensure that you complete the Monitoring Form and return with your application.

Your application should be received no later than **24 January 2014**.

You should also be aware that due to the volume of applications the Secretariat receives and the need to manage costs efficiently, 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 **3 months** of the closing date, you may assume that your application has not been successful.

Thank you for your interest.

Mr Mahmood Noman

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