



## The Commonwealth

### **PROGRAMME ADVISER – COMMONWEALTH ELECTORAL NETWORK (THREE YEAR FIXED TERM ROLE)**

#### **POLITICAL AFFAIRS DIVISION (PAD)**

#### **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 would 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 **£57,306** per annum gross

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 be aware that Interns are subject to the terms and conditions as detailed in the Commonwealth Secretariat Internship Policy, a copy of which is attached.

Please ensure that you complete the **Monitoring Form** and return it with your application. Your application should be received no later than **14 February 2014**.

You should also be aware that due to the volume of applications the Secretariat receives 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.

Thank you for your interest.

Edith Lawrence

E-mail: [HQ-Recruitment@commonwealth.int](mailto:HQ-Recruitment@commonwealth.int)