



7 May 2025

Notification of Vacancy

Post Title: Deputy Secretary-General (Programmes), Secretary-General's Office

The Commonwealth Secretariat invites member governments to draw the attention of their citizens to this vacancy and to encourage suitable applications.

All applications will be subject to the Secretariat's competitive recruitment process.

An application pack including a job description and person specification, together with the summary terms and conditions of service applicable to the post, are attached. These documents are also available on the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>

In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post. In making appointments, particularly to senior positions, the Secretary-General also takes into account the representational balance of staff from across the regions of the Commonwealth.

All applications, including those supported by member governments, will be acknowledged. The Commonwealth Secretariat receives an extremely high volume of applications for each role and values each one. You can expect to be notified of the outcome of your application in due course, before the recruitment process concludes.

All applications for the post should include a curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post.

All applications should be made via our online application system at <http://thecommonwealth.org/jobs>. Applications outside of the online system or closing date will not be accepted.

Applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Wednesday, 4 June 2025 at 17:00 BST**.

Ms Alia Zafar

Director, Human Resources and Facilities Management