

No.12/4/2022-FA(UN)
Government of India
Ministry of Personnel, Public grievances and Pensions
Department of personnel & Training

North Block, New Delhi
Dated 16th January, 2023

To,

1. Secretaries,
All Ministries/Department of the Government of India
2. The Chief Secretaries,
All State/UT Governments

Sub: Proposal of MEA for circulation of vacancy notification of Commonwealth Secretariat inviting nominations for the position of Adviser and Head of Gender Section at Commonwealth Secretariat-reg

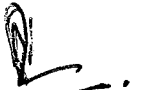
Sir/Madam,

Ministry of External Affairs vide their I.D. Note No. Q/PA-I/575/20/2022 dated 27/12/2022 (copy enclosed) has informed this Department that Commonwealth Secretariat has sought nomination of candidates for the position of Adviser and Head of Gender Section at Commonwealth Secretariat, Headquarters.

2. Vacancy notice of the Commonwealth Secretariat thereby inviting nominations for the post of Adviser and Head of Gender Section at Commonwealth Secretariat containing the details, scope, principal functions, skills and expertise for the post etc. is enclosed. The last date to apply for the above position is **13th January, 2023**. The applications are required to be submitted through website <http://thecommonwealth.org/jobs>. Detailed description of the job and additional relevant information is available on the website <http://thecommonwealth.org>.

3. Officers of the level of Joint secretary in the Government of India and the State Governments may consider to apply for the above post by following the due procedure duly laid down in Commonwealth Secretariat Vacancy notification enclosed herewith. As the role of DoP&T in the matter is restricted only upto circulation of vacancy, no further reference with regard to submission of application need to be sent by the applicants to this Department.

Yours faithfully,



(Nidhi Srivastava)
Deputy Secretary to the Government of India
Email-dirsm@nic.in

Copy for information to:

Ms. Soumya Gupta, Deputy Secretary (FSP & Cadre), I.D. Note No. A/PA-I/575/20/2022 dated 06/01/2023, Ministry of External Affairs, Room No. 37, South Block, New Delhi

Ministry of External Affairs
(PA-I Section)

US (PA UN)

Sub: Nomination of candidates for the position of Adviser and Head of Gender Section at Commonwealth Secretariat .

Commonwealth Secretariat has invited for nomination of candidates for the position of Adviser and Head of Gender Section at Commonwealth Secretariat.

2. Gender Section is based in the office of the Secretary General of Commonwealth Secretariat with an objective to support member states and the secretariat to advance international, regional and national commitments and protocols on gender equality, including the implementation of Commonwealth's Strategic and Delivery plan.

3. The Commonwealth Secretariat is seeking an individual with:


- A post graduate qualification in economics, development studies, gender/women studies, the humanities, social sciences or a related field;
- Minimum 10 years of experience senior management, including a track record in the development and implementation of gender policies and programmes at national, regional and international levels;
- Specialist knowledge in gender and economic, social and political development;
- Experience of developing and implementing gender mainstreaming and capacity-building in a public administration environment of a government or international organisation;
- Experience of having worked with international organisations and processes addressing gender equality and women's empowerment with the capacity to network and build effective partnerships at national, regional and international levels.

4. Commonwealth Secretariat in line with its commitment to gender equality, encourages applications from appropriately qualified women for this post.

5. Applications for the same must be submitted through website <http://thecommonwealth.org/jobs> by **13 January 2023**. Detailed description of the job and additional relevant information may be availed on the website, mentioned above.

6. DoPT is requested to disseminate the above mentioned vacancy circular among officers of the level of Joint Secretary in Government of India and State Governments.

o/o DS (SM)
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(Soumya Gupta)
Deputy Secretary (FSP & Cadre)
Room No. 37, South Block, New Delhi
Tel No. 011-23011650

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Kind Attn: Ms. Nidhi Srivastava
Deputy Secretary (SM)
Room No. 20, North Block, New Delhi.

MEA ID No. Q/PA-I/575/20/2022, Dated: 06 January 2023

SD/PA UN
15/01/2023