8 January 2024

Notification of Vacancy

Post Title: Head of Information and Communications Technology and Data Analytics

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

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 role, 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 role 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 role. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **8 February 2024 at 5:00PM GMT.**

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