The Commonwealth

Travel Manager – Corporate Business Directorate

APPLICATION GUIDELINES – COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the directorate, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

- You must be a **national of a Commonwealth Country.** You will be required to provide evidence of this if you are shortlisted for the post.

- 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. The secretariat reserves the right to take up all references including the current employers during the selection process.

- 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 is £69,305 per annum. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions (from which overseas-recruited Diplomatic staff members are exempt).

- The Commonwealth Secretariat's retirement age is 65. You are expected to be able to serve a minimum 3-year term before your retirement age.

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. Your application should be received no later than **Thursday 13 February 2025 at 17:00 GMT**.

Applications should be made via our online application system at http://thecommonwealth.org/jobs**.**

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team
The Commonwealth Secretariat
E-mail:HQ-Recruitment@commonwealth.int