

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Policy & Organization Section
Dhaka

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12 January 2026

Vacancy Notice in Commonwealth Secretariat

Sub: Vacancy Announcement for the post of Economic Adviser of the Commonwealth Secretariat Headquarter

The Commonwealth Secretariat is looking for suitable candidate for the post of Economic Adviser with the following requirements:

Job Title	Economic Adviser
Education Requirements	A post-graduate degree in economics, business or related field
Experience and skills	<ul style="list-style-type: none">• A minimum of ten years of experience at a senior level dealing with high-level counterparts;• Prior experience in an international context, gained in an international organization, a government ministry or the private sector;• A minimum of five years' experience leading and managing projects in energy and natural resources or related field.

02. The deadline for the sending application is **04 February 2026 at 17:00 GMT**. Detailed information can be found at <https://thecommonwealth.org/jobs>. A copy of the notification of vacancy is attached herewith.

03. Interested officers of the Ministry, both at the Foreign Ministry Secretariat and Bangladesh Missions abroad, may apply for the above post as instructed in the circular subjected to the permission from the Ministry.

Encl: As stated.


12-01-26
(Sadman Sakib)
Assistant Secretary (P&O)
Phone: 02223350908
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Distribution:

1. Director General/Director (all), Ministry of Foreign Affairs, Dhaka.
2. Minister/Counselor (all), All Bangladesh Missions abroad (except Honorary Consulate).
3. Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (with a request to upload at the Ministry's website)
4. Office copy



5 January 2026

Notification of Vacancy

Post Title: Economic Adviser

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 addressed to Human Resources, Commonwealth Secretariat. The closing date is 4 February 2026 at 17:00 GMT.

Mary Goretti Sendyona
For: Director Human Resources & Facilities Management Division

Encl.