



Ministry of Civil Service and Administrative Reforms

28 October 2016

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 53 of 2016
E/363/9/06 V3

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Advanced Secretarial Course for officers in the grade of Confidential Secretary

On the strength of a decision of this Ministry, the Civil Service College Mauritius organizes the Advanced Secretarial Course in collaboration with the Open University of Mauritius. The Course which is due to start in January 2017 will be run on a blended mode, namely a mix of both face-to-face sessions and Open and Distance Learning (ODL), and will be supplemented by three workshops. It will span over seven months and will comprise the following modules:

- (i) Overview of Public sector Management
- (ii) Communication
- (iii) Customer Care and Public relation
- (iv) Roles and Responsibilities of Confidential secretaries
- (v) ICT for Confidential Secretaries

2. On successful completion of the Advanced Secretarial Course, Confidential Secretaries will be granted one increment, subject to the top salary of the grade. Those who will successfully complete the Course after having reached the last point in their salary scale will be paid a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn.

3. Confidential Secretaries posted to your Ministry and Departments falling under your Ministry, who have **not** followed the Advanced Secretarial Course, are requested to inform this Ministry of their willingness to follow the Course, as per the enclosed pro forma. The duly filled in form should reach the General Services Section of this Ministry, Level 7, SICOM Building 2, Cnr Chevreau and Rev Lebrun Street, Port Louis, not later than Monday 14 November 2016.

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4. Officers who enroll in the Course and subsequently fail to attend same until its completion will have to refund, within a period of three months from the date they abandon the course, an amount representing the expenses incurred by Government.

5. I should appreciate it if the contents of this Circular letter could be brought to the attention of the officers concerned and that, in case officers who are overseas or on leave, a copy of the Circular letter together with the enclosed proforma are despatched to them.

6. I rely on your cooperation in the matter.



S. K. Pather
Senior Chief Executive

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Kindly fill in this form to express your willingness to follow the Advanced Secretarial Course mounted by the Ministry of Civil service and Administrative Reforms in collaboration with the Civil service College, Mauritius

Surname: Mr/Mrs/Miss

Other name(s)

Designation:

Ministry/Department:

Office Address:

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Tel. No: Office : Mobile:

Fax: E-mail :

I am **willing/not willing** * to follow the abovementioned Course

Signature:

Date :

***Please delete as appropriate**