



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

3 March 2016

Ministry of Civil Service and Administrative Reforms

Circular Letter No 8 of 2016

E/60/2/44/01V3

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

**To: Supervising Officers i/c Ministries/Departments
Island Chief Executive**

Manpower Assessment Exercise

In line with this Ministry's objective to make an optimum use of human resources in the Civil Service through the adoption of best HR practices, a Manpower Assessment Unit (MAU) has been set up in this Ministry as from February 2016.

2. The main objective of the MAU is to ensure the judicious use of human resources in terms of allocation of duties and responsibilities among officers across Ministries/Departments for better service delivery. It will provide assistance to Ministries/Departments in the conduct of the Manpower Assessment Exercises. For co-ordination purposes and facilitating such exercises, a senior officer from the HR Division should be designated at the level of Ministries/Departments concerned. The services of other supporting staff can be enlisted on a needs basis.

3. In the first instance, and as a matter of priority, it has also been decided that the Manpower Assessment exercise will cover the General Services grades as specified hereunder, upon request –

- Office Management Executive
- Higher Executive Officer
- Office Management Assistant
- Management Support Officer
- Office Supervisor

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- Confidential Secretary
- Word Processing Operator
- Senior Word Processing Operator
- Head Office Care Attendant
- Office Care Attendant/Senior Office Care Attendant

4. The Terms of Reference of Manpower Assessment Exercises will be:

(a) to determine whether -


- (i) the staffing structure is the most appropriate one to meet the objectives of the organisation/unit/division;
- (ii) the human resources match the prevailing workload of the organisation/unit/division;
- (iii) reporting lines as well as roles, functions and responsibilities of each officer in the organisation are clearly defined and are in line with the Work Plan as reflected in his/her Performance Appraisal Form ;
- (iv) the current human resources in the General Services grades are judiciously utilised at the level at which officers are expected to operate, in terms of allocation of duties/responsibilities and quality of service delivery;
- (v) optimum use is being made of ICT and other facilities and whether current systems/processes are in line with best practices; and

(b) to come up, in the light of the findings, with appropriate recommendations as regards the current and future needs for human resources in line with the Ministry 's/Department 's Strategic Plan .

5. In this context, you are kindly invited to avail of the services of the Manpower Assessment Unit for the conduct of manpower assessment exercises in your Ministry/Department on a needs basis. However, the onus for undertaking such exercises is dependent on the degree of engagement and commitment of your Ministry/Department.

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6. For any additional information, you may wish to liaise with Mrs K.Hurry, Manager, Human Resources of the Manpower Assessment Unit - Phone No. 4054126.
7. This Ministry relies on your usual support and collaboration.



(P.Jhugroo)

Senior Chief Executive

Copy to:
Secretary to Cabinet and Head of the Civil Service