SPEECH

Hon. Alain Wong Yen Cheong, M.S.K
Minister of Civil Service and Administrative Reforms
and
Minister of Environment, Sustainable Development and Disaster and Beach Management

Induction Course for Confidential Secretaries
Monday 23 May 2016
09:00 hours
Lecture Room, 6th Floor, Fooks House, P.Louis

Mr Jhugroo, Senior Chief Executive
Mr Hoolass and Mrs Capery, Permanent Secretaries
Mr Dubois, Chairman, Civil Service College
Dr Durbarry, Director General, Civil Service College
Union Representatives
Officers of my Ministry
Distinguished Guests
Members of the Press
Participants
Ladies and Gentlemen
Good Morning.

I am very pleased to be in your midst this morning for the launching of this *Induction Programme* for the *thirty seven* newly appointed Confidential Secretaries. Let me first and foremost congratulate you all for your promotion to the grade of Confidential Secretary.

**Ladies and Gentlemen,**

This Government, under the leadership of Sir Anerood Jugnauth, is sparing no effort in recruiting the required personnel to fill vacancies at all levels within the Civil Service, both at entry and at promotional levels. At a time when several countries are going through recession, this Government, since it took office in December 2014, has been massively recruiting people at all levels to provide better service to the public. Not later than a month ago, some 350 people mostly youngsters, were offered employment at the level of Management Support Officer and have been posted in different Ministries/Departments. Furthermore, some 200 Office Care Attendants have also been recruited only last week.

As far as possible, after a recruitment or promotion exercise, my Ministry organizes induction or refresher programmes for the new recruits or the newly promoted officers as appropriate. Training, which is a core component in the overall Human Resource Development
Process, aims at providing public officers at all levels with the opportunities to upgrade and develop their skills. It also aims at widening the competence base and capacity building, enhancing productivity and above all bringing about attitudinal changes.

Today, the public sector in Mauritius and elsewhere, is under constant pressure to make better use of its talent potential. People development is equated to higher productivity and it plays an invaluable role in enabling the public sector to respond to the demands of stakeholders and for improved public service delivery and performance.

**Ladies and Gentlemen,**

The Ministry of Civil Service and Administrative Reforms is striving and doing its level best for an effective training and learning culture to be adopted and that human resource development at all levels is fostered within a consistent and coherent framework. Accordingly heavy investment is being made on training and development by my Ministry. The proof is the setting up of the Civil Service College.

This induction training has been mounted in such a way that it reflects and takes into account the challenges and experience in the world of work. Hence, this explains the relevance and importance of this induction course for Confidential Secretaries, which in itself should be perceived as a developmental programme.
Dear Participants,

The role of Confidential Secretary is interesting, challenging and undergoing many changes. And these changes have made the secretarial profession even more appealing. So, as Confidential Secretary, you need to equip yourself with new skills and competencies and have an insight into your new roles right from the start of your new function.

As such, a Confidential Secretary can be a pivotal person in an office. It is the Secretary who keeps the office organized, makes sure the various appointments and meetings are on schedule. She also manages the flow of visitors or employees who need to see the Minister or the Permanent Secretary, amongst others.

Ladies and Gentlemen,

Ladies and Gentlemen,

I seize this opportunity to thank the facilitators for their collaborative efforts and partnership for this course.

Let me end up with the words of Mr Whitehead, a famous researcher and prolific writer:

*Quote*

“A secretary is a warm, endlessly helpful and understanding individual whose sole aim is to alleviate, solve, prevent or soften problem workload.”

*Unquote*
With these words, Ladies and Gentlemen, I now have the pleasure to declare the Induction Programme for Confidential Secretaries open.

Thank you for your kind attention.

23rd May 2016

A.W