



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

05 February, 2003

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 05 of 2003
E/60/28/08/03

From: Secretary for Public Service Affairs
To: Supervising Officers i/c Ministries/Departments

Civil Service Reforms Strategies -
Training Needs Analysis (TNA)

In the context of Civil Service Reforms, capacity building is primordial in order to ensure the success and sustainability of reform initiatives. The implementation of the different reform initiatives rests on the ability, skills and expertise of all Public Officers who are involved in reforms at different levels within their hierarchy. Hence, training will have to be provided to meet training needs at organizational, occupational and individual levels in order to develop and upgrade skills, as well as to change the mindset of officers.

2. In line with the recommendations of the Steering Committee on Civil Service Reforms it is proposed to carry out an initial Training Needs Analysis at the level of Ministries/Departments in order to determine the competence gaps in terms of knowledge, skills and attitudes for all occupations. Initially, the exercise will be undertaken in the following Ministries:-

- Ministry of Education and Scientific Research
- Ministry of Health and Quality of Life
- Ministry of Industry and International Trade
- Ministry of Foreign Affairs and Regional Co-operation
- Ministry of Finance

3. A team of six officers from the Personnel Cadre will be selected to carry out the TNA. Officers from the Industrial and Vocational Training Board and Human Resource Analysts from the Ministry of Training, Skills Development, Employment and Productivity will also assist in the exercise.

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4. Applications are invited from officers of the Personnel Cadre who are holders of at least a Degree in Management/Human Resource Management or related field. Priority of consideration will be given to those who have already followed a course/seminar in Training Needs Analysis. The selected officers will be posted to the Administrative Reforms Unit of this Ministry.
5. I should be grateful if this circular could be brought to the notice of the officers of the Personnel Cadre serving in your Ministry/Department. Interested officers should fill in the annexed form, and return same to the Ministry by 14 February 2003 at latest.
6. Additional information may be obtained from Mrs Y. Moorghen, Principal Assistant Secretary on 201-1434.
7. I rely on your usual collaboration and support.



(D.P. Ruhee)

Secretary for Public Service Affairs

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

Annex to Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No 5 of 2003

CIVIL SERVICE REFORM STRATEGIES - TRAINING NEEDS ANALYSIS (TNA)

Surname:

Other Names:

Date of Birth: Age:

Telephone (Office): (Residence):

Fax No. (Office):

Designation:

Posting:

Academic Qualifications:

Other Qualifications:

Appointments (in chronological order):

Training Courses/Seminars followed (both locally & overseas)

Signature of applicant:

Date:

Submitted and recommended/not recommended

Signature of Supervising Officer:

Date:

*Annex to Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No 6 of 2003*

**SEMINAR FOR CHAIRMEN/DIRECTORS AND
MEMBERS OF STATUTORY BOARDS AND COMMITTEES**

Ministry:

List of Statutory Boards/Committees:
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Particulars of Chairmen/Members for each Board/Committee mentioned above:

Name of Officer:

Designation:

Present Posting:

Capacity (whether Chairman/member):

Cell/Fax/E-mail address of Officer:

Signature of Supervising Officer: