



Ministry of Civil Service Affairs and Administrative Reforms

25 February, 2004

Ministry of Civil Service Affairs and Administrative Reforms  
Circular Letter No. 13 of 2004  
E/70/173/01

From Senior Chief Executive, Ministry of Civil Service Affairs & Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

**Pool of Trainers**

The Training Unit of the Ministry is responsible for the organisation of training programmes in favour of officers of the Administrative Cadre, other Technical / Professional Cadres and of the General Services. This involves the organisation of Induction Programmes, customised/focus courses, as well as Management Development Programmes. In this context, it is proposed to constitute a **pool of qualified and experienced trainers/Resource Persons** who would be called upon to give lectures as and when their services would be required.

2. In view of the above, all officers willing to serve as trainers/Resource Persons are requested to fill in the enclosed enrolment form.

3. Applicants should *inter-alia* possess the following qualities and aptitudes:

- (i) Leadership Skills;
- (ii) Effective Interpersonal and Oral Communication Skills;
- (iii) Good Listening abilities;
- (iv) An outgoing personality; and
- (v) Be a team worker.

4. The Forms duly filled in should be submitted through you, so as to reach this Ministry on or before **26 March, 2004**.

5. This circular letter together with the application Form is also available on the website of the Ministry at the following address: <http://civilservice.gov.mu>

(K. Ponnusamy)  
Senior Chief Executive

**Enrolment as Trainer/Resource Person**  
**Courses/Programmes Organised by the Ministry of Civil Service Affairs**  
**and Administrative Reforms**

**Part 1**

1. Surname (Mr/Mrs/Miss).....
2. Other Names:.....
3. Date of Birth:.....
4. Address:.....
5. Telephone No. (Office):.....(Res)..... E-mail.....(Mobile).....
6. Designation:.....
7. Posting:.....
8. Date joined service:.....
9. Date of present appointment:.....
10. Years of service in the grade:.....

**QUALIFICATIONS**

(Indicate Name of Examining Body and Date obtained)


12. **Teaching Experience**

Please list the subjects you have taught within the past 5 years and nature of the course(s) on which this teaching took place.

<u>Subjects</u>	<u>Type of courses</u>

13. The Ministry of Civil Service Affairs and Administrative Reforms is running courses for Top Management (Chief Executives and Deputies), Middle Management (Professional, Administrative, Senior technical Cadres) and Operational Management (Executives, Clerical, Secretarial etc).

(i) Up to what level would you be prepared to give training programs?  
.....  
.....  
.....  
.....

(ii) In which subjects would you be prepared to lecture?  
.....  
.....  
.....

14. Trainers will be encouraged to make use of multi-media equipment during training programmes. Please indicate whether you have hands-on experience in the use of multi-media equipment.

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.....  
.....

15. Please give the name of someone familiar with your recent teaching experience whom we could contact if necessary.

Name: .....

Job Title: .....

Organisation & Address and Tel Number:

.....  
.....  
.....

.....  
Signature

**Part II (to be completed by Supervising Officer)**

I recommend/do not recommend the officer for the reasons stated below:

.....  
.....  
.....

Date:.....

.....  
Signature

.....  
Designation



*Ministry of Civil Service Affairs & Administrative Reforms*

16 March 2004

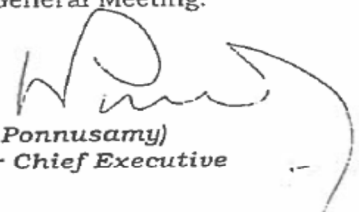
Ministry of Civil Service Affairs & Administrative Reforms  
Circular Letter No. 13 of 2004  
E/439/206/01

From: Senior Chief Executive  
To: Supervising Officers i/c Ministries/Departments

*Time-Off to attend Annual General Meeting*

The Union of the Public Personnel Officers (UPPO) will hold its Annual General Meeting on Monday 29 March 2004 from 1100 hrs to 1400 hrs at the Gold Crest Hotel, Quatre Bornes.

2. It would be appreciated it, subject to the exigencies of the service, officers of the Personnel Cadre who are members of the UPPO could, on request, be granted time-off to attend the General Meeting.

  
(K. Ponnusamy)  
Senior Chief Executive