



Libvany

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS**

**MAURITIUS**

23 August 2006

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 31 of 2006

E/41/13/01/04

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

**Pool of Facilitators - Performance Management System**

As you are aware, the Performance Appraisal Scheme (PAS) which is part of the Performance Management System (PMS), is being implemented on a one year pilot basis as from February 2006 among officers of the Personnel Cadre. Simultaneously, the PMS is also being implemented wholly on a pilot basis at the Central Statistical Office since April last. Two other Departments, namely the Meteorological Services and the Valuation Department of the Ministry of Finance and Economic Development, are starting the implementation of the Performance Management System as from this week.

2. It is now envisaged to implement the Performance Management System in several other Ministries/Departments in consultation with the Supervising Officers/ Heads of Departments concerned, so that a new momentum is created in the execution of this important reform strategy that would in turn facilitate its full implementation in the Civil Service by next year.

3. In this context, this Ministry proposes to constitute a pool of Facilitators who would be called upon, on an assignment basis, to guide and assist Ministries/ Departments in the implementation of the PMS. These Facilitators should be Public Officers, preferably belonging to the Personnel Cadre and who:

- (a) have a Diploma or a Degree in the field of Human Resource Management;
- (b) are fully conversant with both the Performance Management System and the Performance Appraisal Scheme; and
- (c) have good leadership qualities and communication skills.

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**Enrolment as Facilitator for implementation of Performance Appraisal Scheme**  
**Ministry of Civil Service and Administrative Reforms**

Part I

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

**QUALIFICATIONS**

**(Indicate Name of Examining Body and Date obtained)**


Date: .....

.....

Signature

**Part II (to be completed by an Officer of the Personnel Division)**

certify that the information have been checked and found correct.

Date: .....

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Signature

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

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

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.....

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Signature

.....

Designation

Date: .....

4-1000 (form)