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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 34 of 2008
E/70/173/01

01 September, 2008

From: Supervising Officer, Ministry of Civil Service & A. R.
To: Supervising Officers i/c Ministries/ Departments

Pool of Trainers/Resource Persons

The PRB Report 2008 has pointed out that a pertinent human resource challenge of a modern and responsive Civil Service is to ensure that it is manned, at all times and at all levels, by the most suitable persons with appropriate skills, competencies and attitude. In this respect, training and staff development are the two key aspects of human resource management that can help meet the challenge.

2. With a view to reinforcing its management development courses and other training programmes, this Ministry is in the process of updating and enlarging its Pool of Trainers/Resource Persons, for the success of any training programme is dependent on the availability of qualified and experienced Trainers / Resource Persons.

3. The purpose of this Circular Letter is to invite applications from Public Officers who are potential Trainers / Resource Persons in the general management field, but more specifically on subject matters covered by the training programmes run by this Ministry. A list of these training programmes is available on this Ministry's Website at www.civilservice.gov.mu

4. Applicants should, besides holding the relevant qualifications, possess the following qualities and aptitudes:

- (i) Effective Interpersonal and communication skills;
- (ii) Good Listening skills;
- (iii) An outgoing personality;
- (iv) Ability to work in teams; and
- (v) Experience in face to face teaching and familiarity with distance learning methods/ ICT

5. Public Officers willing to serve as Trainers/Resource Persons have to submit their applications by filling in the enclosed enrolment form which should be forwarded to this Ministry at **latest by Friday 26 September, 2008** on the following address:

**The Supervising Officer,
Ministry of Civil Service & Administrative Reforms
(Attn: Mr. T. Appadu),
Human Resource Development Division,
3rd Floor, Atom House,
Royal Street,
Port Louis
Fax No. 208 7632**

Officers who have previously applied to serve as Resource Persons should submit fresh applications along with an updated curriculum vitae.

6. This Circular Letter together with the application form is also available on the website of the Ministry at the following address: www.civilservice.gov.mu

7. Supervising Officers are kindly requested to bring the contents of this Circular Letter to the attention of all Officers concerned.


**(P. Jhugroo)
Supervising Officer**

APPLICATION FORM

Training Course run by Ministry of Civil Service and Administrative Reforms

1. Surname (Mr/Mrs/Miss)
2. Other Names:
3. Date of Birth: Age:
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 present grade:

11. **QUALIFICATIONS**
(Indicate Name of Examining Body and Date obtained)

Examining Body	Year

12. **Teaching Experience**

Please list the subjects you have taught within the past 5 years and the type of the course

<u>Subjects</u>	<u>Type of Course</u>

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07 October 2008

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 35 of 2008

E/330/6/03V7

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

To: Supervising Officers i/c Ministries/Departments

**Implementation of the Pay Research Bureau Report 2008
Schemes of Service and Qualifications**

Following the recommendations made by the Pay Research Bureau (PRB) in its 2008 Report, the schemes of service of a number of posts have to be amended and new ones have to be devised for newly created posts.

2. The PRB has given an indication of the qualifications and/or duties to be attached to certain posts, but this is by no means exhaustive. Supervising Officers are requested to ensure that every scheme of service incorporates the responsibilities, skills, competencies, known equivalent qualifications, if any, and the actual requirements of the job before its submission to this Ministry.
3. Supervising Officers are informed that the implementation of the following recommendations in the PRB Report 2008 have been deferred pending further study on their implications -
 - (i) Paragraph 9.39 – Recruitment and Promotion (*work related test/assignment*)
 - (ii) Paragraph 10.18 – Qualifications Requirements at Entry Level
 - (iii) Paragraph 10.25(b) – Qualifications Requirements at Degree Level
 - (iv) Paragraphs 10.25 (c), (d) and (e) – Entry grades requiring a post "A" Level Degree

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The Ministry of Civil Service & 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?

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

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4 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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5 Please give the name of someone familiar with your recent teaching experience whom we could refer, if necessary.

Name:

Job Title:

Organization & Address and Tel Number:

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Signature of Applicant

PART A

I hereby certify that the above information provided is correct and Mr/Mrs/Miss would be released as and when his/her services as Resource Person/Trainer would be required.

Supervising Officer

Name:

Signature:

Date:

Note: To be forwarded by fax on 213 7187

**Human Resource Development Division
Ministry of Civil Service & Administrative Reforms**

Date: 01 September 2008