

15 February 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 11 of 2011
E/70/173/01 V3

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Pool of Trainers/Resource Persons

The Ministry of Civil Service and Administrative Reforms is currently updating and broadening its Pool of Trainers/Resource Persons for its training programmes in modern techniques of management and public administration.

2. In this context, applications are invited from public officers willing to serve as 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**

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

- (i) good interpersonal and communication skills;
- (ii) an outgoing personality;
- (iii) ability to work in a team;
- (iv) experience in teaching/training; and
- (v) hands on experience in using ICT training equipment and tools.

4. Applications made on the attached form together with full Curriculum Vitae in hard and soft copies should reach the Senior Chief Executive (Attn: Mr N. Lobind), Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4th Floor, Atom House, Royal Street, Port Louis not later than **Friday 11 March 2011 at 15:00 hrs.**

S. Seebaluck
Senior Chief Executive

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

Ministry of Civil Service & Administrative Reforms

Human Resource Development Division

Application Form to serve as Trainers/Resource Person

1. Surname: Dr/Mr/Mrs/Miss

.....

(Delete whichever not applicable)

2. Other

Name(s).....

.....

3. Date of Birth:.....

4. Address:.....

.....

5. Telephone No. (Office):..... (Res):.....

(Mobile):.....

6. E-mail

Address:.....

.....

7. Designation:.....

.....

8. Address of current

Posting:.....

9. Date joined

service:.....

10. Date of present

appointment:.....

11. Years of service in the present

grade:.....

12. **QUALIFICATIONS** (*Degree and above*).

(Indicate Name of Examining Body and Date obtained).

Year	Qualifications Obtained	Examining Body

13. **Teaching/Training Experience.**

(Please list the subjects/modules you have taught within the past 3 years and the type of the course).

Subjects	Type of Course

14. The Ministry of Civil Service and Administrative Reforms is running courses for Top Management (Chief Executives and Deputies), Middle Management (Professionals, Senior Technical Cadres) and Operational Management (Senior Officers, Officers, Secretarial, etc).

(i) At what level/s would you be prepared to give training?

.....

(ii) Which subjects/modules would you be prepared to lecture on?

.....

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

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

16. Please give the name of a Senior Officer to whom we could refer, in regard to your recent teaching/training experience.

Name:.....

.....

Job

Title:.....

.....

Organisation & Address and Tel Number:

.....

.....

.....

.....

.....

.....

Signature:.....

.....

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:.....