

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No 15 of 2011**  
**E/75/60/01/01**

10 March 2011

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

To: *Supervising Officers i/c Ministries/Departments*

**Australia Awards – Australian Development Scholarships 2012**

The Australian Government, in partnership with the Ministry of Civil Service and Administrative Reforms, is offering a limited number of Australian Development Scholarships commencing in January 2012. The scholarships proposed are for study over a duration of 12 to 24 months at Masters-level in Australia at Australian Universities in the following priority fields of study:

- Education
- Food Security/ Agriculture
- Natural Resource Management (including mining related fields)
- Public Policy (including Public Sector Reform, Trade and Diplomacy)
- Health (including HIV/AIDS)
- Water and Sanitation

2. Scholarships cover airfares, tuition fees, medical cover and a living allowance in Australia. Female applicants and people with disabilities are encouraged to apply.

3. Study in Australia is subject to the successful applicant being issued with a visa by the Australian Department of Immigration & Citizenship (DIAC). As part of the visa application process, immigration authorities require candidates to undergo a full medical examination including a chest X-ray and an HIV/AIDS test.

4. The scholarships offered are subject to the following criteria:
  - applicants should be holding senior level positions in Mauritian public-sector, including parastatal agencies;
  - in keeping with AusAID's gender equity policy, there should be an equitable distribution of awards to male and female applicants;
  - applicants are required to possess, as a minimum, a Bachelor's degree or an international four year university degree recognised by the Ministry of Education and Human Resources (eg BA Hons) and at least three years' post-graduation work experience;
  - applicants must have sat an IELTS or TOEFL English language test within the last six months and have achieved the equivalent of a minimum overall IELTS score of 5.5;
  - applicants must not already hold or be studying for a Masters degree;
  - only applicants up to 50 years of age at the time of application may apply; and
  - Postgraduate Diploma or Masters level programs are limited to between one and two years duration.
  
5. Applicants can download the preliminary application form and other documents from the Mauritius page of [www.adsafrica.com.au](http://www.adsafrica.com.au) or from this Ministry's website: <http://civilservice.gov.mu>
  
6. Applications should be submitted directly to **Australia Awards Program Manager, Australian Development Scholarships, GRM International, Private Bag X38, Hatfield, Pretoria 0028, South Africa** or Fax: +27 86 602 3719 or Email: [application@adsafrica.org](mailto:application@adsafrica.org). A copy of the application should be submitted to **The Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, Attn: Mr Lobind, 4<sup>th</sup> Floor, Atom House, Royal Street, Port Louis**. The deadline for submission of preliminary applications is **31 March 2011**.
  
7. The Awardee will be required to enter into a bond in accordance with the provisions laid down in the Personnel Management Manual and Circular Letter No.1 of 2010 of the Ministry of Finance and Economic Development.
  
8. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all eligible public officers serving in the different Divisions of your Ministry/ Department including parastatal agencies falling under the purview of your Ministry.

**(S. Seebaluck)**  
**Senior Chief Executive**

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6<sup>th</sup> Floor, New Government Centre, Port Louis, Republic of Mauritius  
Tel: (230) 201 1045, Fax: (230) 201 3815, E-mail: [civser@mail.gov.mu](mailto:civser@mail.gov.mu)

### **PRELIMINARY APPLICATION FORM**

*Please fill out this form **in English** with close observance of your country's **Desired Applicant Profile**.*

**APPLICATIONS THAT ARE INCOMPLETE OR DO NOT MEET THE CRITERIA WILL BE AUTOMATICALLY DISQUALIFIED**

**AusAID has the right to terminate the process or any subsequent award at any stage where an applicant makes a false statement in their application including any attachments**

**1. PERSONAL DATA**

Surname: ..... First names: ..... Male/Female: .....

Home Address:.....

Home Tel N°: ..... Mobile phone N°: ..... Work Tel N°: .....

Fax N°: ..... Email address: .....

Age at time of submitting this application? ..... Date of Birth (day/month/year): .....

Do you have any disabilities that would require additional assistance at the interview stage or on award if your application is successful?  
.....

**2. WORK EXPERIENCE**

Name of your current employer (organisation):.....

Present position held: .....

Do you work for:  the Government / Public sector  a private sector organisation / company  an NGO / Civil Society

Address & Location of employment (Province, District, or Town): .....

How many years' work experience do you have since graduating with your first tertiary qualification? .....

**3. EDUCATION/TRAINING BACKGROUND**

Do you already hold or are you currently studying a Masters qualification (not permitted under this scholarship program)? .....

Name of Bachelors Degree: .....

Discipline / Specialisation of Bachelors Degree: .....

Institution(s) where graduated? (Name of country where relevant): .....

Year of graduation: ..... Final score achieved: ..... Length of Bachelors Degree (years): .....

List any post-graduate studies of three months or more: .....

Proposed course AND Institution / University in Australia: .....

Priority sector as per Desired Applicant Profile: .....

How did you hear about the Australian Awards Programme?

Workplace;  ADS Website;  advertisement or other, please specify source .....

4. CHECKLIST FOR COMPLIANT APPLICATION SUBMISSION INCLUDING ATTACHMENTS TO BE SUBMITTED WITH THIS APPLICATION

PLEASE NOTE THAT ANY APPLICATIONS THAT HAVE MISSING DOCUMENTS OR THAT DO NOT MEET ALL THE CRITERIA LISTED BELOW WILL BE TREATED AS NON-COMPLIANT AND WILL BE AUTOMATICALLY DISQUALIFIED.

- Applications MUST BE received by the due date
- The completed Preliminary Application Form you have used MUST BE the standard form on the ADS website ([www.adsafrica.com.au](http://www.adsafrica.com.au)). Other versions will not be accepted and **will be rejected as non-compliant.**
- All relevant fields in the Preliminary Application Form completed.
- Current Curriculum Vitae using supplied template
- Certified copy of tertiary degrees & transcripts
- Certified copy of identity document
- Statutory declaration with appropriate witness
- Reintegration Plan, signed by the Applicant and Employer if possible. If it is not possible for your reintegration plan to be signed by your employer as part of the preliminary application, your employer must do so if you are offered an interview.
- Copy of your organisational chart showing you and your employer representative's positions
- Application submission email sent to the details shown below
- IELTS or TOEFL results (where applicable – please refer to your country's Desired Applicant Profile)

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Signature

-----  
Date

5. ENDORSEMENT OF AGENCY / DEPARTMENT HEAD

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Signature

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Name and Position

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Date

**Please email the following details to [application@adsafrica.org](mailto:application@adsafrica.org) as proof of submission of your preliminary application:** full name; country of residence; contact phone number; email address; date of submission of application; agency to whom application was submitted. Please include your country in the email subject line.

**ATTACHMENT 1. CURRICULUM VITAE (MAXIMUM LENGTH OF 3 PAGES)**

**NAME**                    **name here**

**POSTAL ADDRESS**                    **postal address here**

**EMAIL ADDRESS**                    **here**

**PHONE NUMBER**                    **here**

**DATE OF BIRTH**                    **here**

**EDUCATION**

*Post Graduate studies – include duration (ie from – to), academic institution name and location, course title, any awards or significant achievements*

*Bachelors Degree studies - include duration, academic institution name and location, course title, any awards or significant achievements*

*Secondary Schooling – include duration, academic institution name and location, any awards or significant achievements*

**WORK EXPERIENCE (LIST FROM MOST RECENT GOING BACKWARDS IN TIME)**

**Current Job** – include duration (ie from to current) Job Title, Section/Branch, Employer, and write one to two paragraphs describing your main responsibilities and achievements

*Previous Jobs – include duration (from – to), Job Title, Section/Branch, Employer, and write a small paragraph describing your main responsibilities and achievements*

*Note: Where you have had a number of previous roles with the same employer and with increasing responsibility you may combine these into one period and use the strongest examples to show a variety of work undertaken*

*eg **Jan 2005 – Jan 10**, Program Manager, Various Sections, Australian Agency for International Development*

*Responsible for designing development assistance activities for country and regional programs including the \$60m Australia Africa Partnerships Facility and the \$50m Pacific Technical Assistance Facility; Coordinated and drafted the annual program performance review for ten African activities each worth over \$3m; Led the evaluation of the Tongan Law and Justice Sector Program, negotiated joint assistance through an education sector wide approach in Samoa with other donors including NZAID and the Asian Development Bank.*

**REFEREES (PROVIDE 2 REFEREES)**

*Include your current and previous supervisor with their correct contact details (including email and telephone)*



## ATTACHMENT 2. REINTEGRATION PLAN

i. Name of Applicant: \_\_\_\_\_ ii. Name of Employer (organisation): \_\_\_\_\_

iii. Current Position of Applicant: \_\_\_\_\_

iv. Course, University and Priority Sector applied for: \_\_\_\_\_

### QUESTION 1: APPLICANT'S GENERAL EXPECTATIONS AND PLAN (between 200 and 300 words – attach separate sheets if necessary)

**1.1 Please explain what new skills and knowledge you expect to gain from this award. Please be as specific as possible.**

**1.2 Please explain how these new skills and knowledge will help you contribute to improving policies or practices in your current or future job. Please be as specific as possible, e.g. citing specific organisational plans, programmes or policies.**

**1.3 Please explain how these new skills and knowledge will help you contribute to your country's development priorities. Please be as specific as possible, e.g. citing specific national plans, programmes or policies.**





Australian Government



Australia Awards

AUSTRALIAN DEVELOPMENT SCHOLARSHIPS

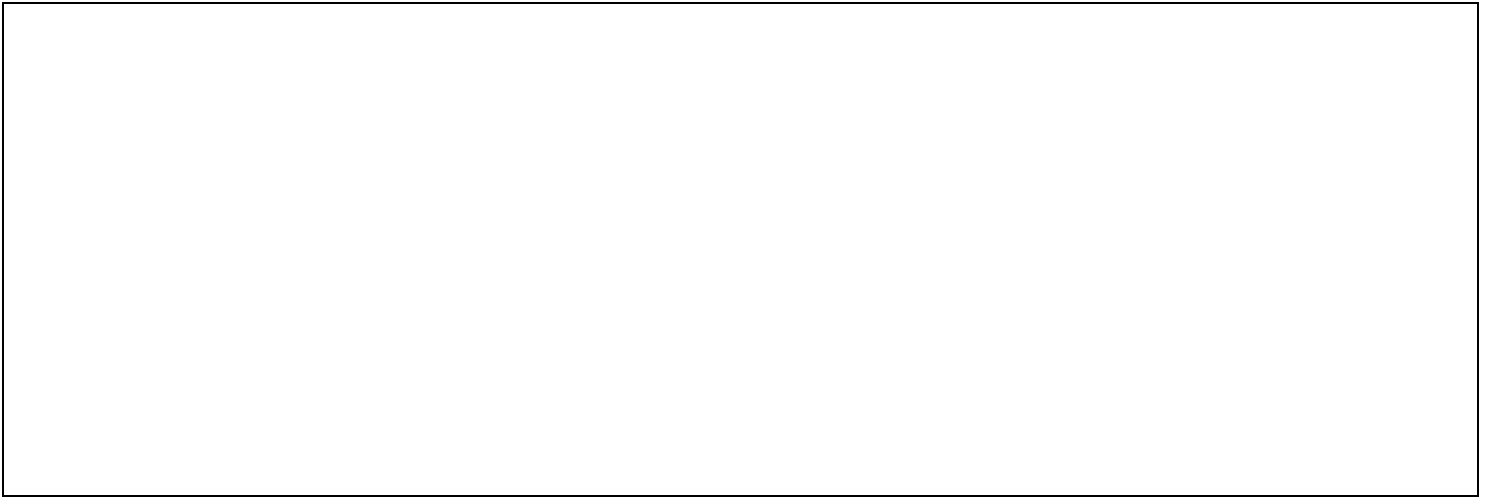


**QUESTION 2: EMPLOYER'S GENERAL EXPECTATIONS AND PLAN (between 200 and 300 words; attach separate sheets if necessary)**

**2.1 Please explain what skills / knowledge you expect the Applicant to return with, and / or comment on the Applicant's expectations.**

**2.2 Please explain how the Applicant's new skills and knowledge will contribute to improving policies or practices in your organisation, and / or comment on the Applicant's expectations. Please be as specific as possible, e.g. citing specific organisational plans, programmes or policies.**

**2.3 Please explain how these new skills and knowledge will help your organisation contribute to your country's development priorities. Please be as specific as possible, e.g. citing specific national plans, programmes or policies.**



**QUESTION 3. TASKS OR RESPONSIBILITIES: APPLICANT & EMPLOYER**

**Applicants:** please consult with your employers and list up to **ten** of the most important tasks or responsibilities you expect to contribute to once you complete your award.

A task includes any function or operational activity, including research. You can list those that you are currently responsible for, or new tasks which you expect to undertake on your return.

**Employers:** please indicate what support is to be provided to this employee for this task or responsibility, or give any other comments.

APPLICANT			EMPLOYER
Task / Responsibility	Current? (tick)	New? (tick)	Support to be provided or other comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

10.			
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**SIGN-OFF**

We the undersigned, declare the information provided above to be a true and accurate representation of our respective intents:

**Applicant:**

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Name

---

Signature

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Date

**Employer Representative:**

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Name and Position

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Signature

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Date

Employer, please describe your work relationship with the applicant (i.e. are you their immediate supervisor) and include the length of time you have known the applicant on a professional basis:

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Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I,<sup>1</sup>

make the following declaration under the *Statutory Declarations Act 1959*:

2

2 *Set out matter declared to in numbered paragraphs*

- 1. I have not been convicted of any criminal offense; and
- 2. I am not subject to any pending criminal charges.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*

Declared at <sup>4</sup> on <sup>5</sup> of <sup>6</sup>

5 *Day*

6 *Month and year*

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is*

8

made (in  
printed letters)

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.



**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution