

09 May 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

Further to our Circular Letter No 20 of 2011 following which only a small number of applications were submitted, this Ministry has been advised that the deadline for submission of application from Mauritian public officers has been extended to Tuesday 31 May 2011.

2. Applicants should read the box '*Desired Applicant Profile*' for the relevant field of study in the attached instruction notes to ensure they meet the criteria before completing the application form. Applicants can download the preliminary application form and other documents from the Mauritius page of www.adsafrica.com.au or from this Ministry's website: <http://civilservice.gov.mu>

3. 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. A copy of the application should be submitted to **The Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, Attn: Mr Lobind, 4th Floor, Atom House, Royal Street, Port Louis** on or before Tuesday 31 May 2011.

4. Applicants are reminded that all awardees 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.

5. 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.

I.M. Oree (Mrs)
Supervising Officer

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



DESIRED APPLICANT PROFILE – MAURITIUS MASTERS AWARDS	
Priority Fields	<p>Public Sector (including municipalities)</p> <ul style="list-style-type: none"> ▪ Public Policy including; <ul style="list-style-type: none"> ○ Diplomacy, ○ Trade/international trade ○ Public financial management, ○ Public sector reform, ○ Public private partnerships ▪ Natural Resource Management including; <ul style="list-style-type: none"> ○ The environment, ○ Climate change, ○ Water management particularly urban development
Target Group	<ul style="list-style-type: none"> ▪ You are a national of the Republic of Mauritius ▪ You are an early or mid-career public sector professional working in a policy, practice, reform or educational role in one of the listed priority fields of study ▪ You are currently employed by a public sector organisation or training institution (includes parastatals municipalities and other public sector entities) in Mauritius ▪ You wish to undertake a Masters degree in Australia in one of the listed priority fields of study ▪ You have a clear vision for how you will use the knowledge gained through the Masters degree to improve policy, practice or education in Mauritius in the proposed field of study ▪ Female candidates and people with a disability are encouraged to apply
Eligibility	<ul style="list-style-type: none"> ▪ You must not be more than 50 years of age at the date of your application ▪ You possess, as a minimum, Bachelors (3 or 4 years) ▪ You must have at least two years post-graduation work experience. This work experience must be in a public sector role relevant to your proposed field of study. Preference will be given to candidates with greater periods of experience ▪ You must not already hold, or be studying for, a Masters degree ▪ You must be applying for a Masters course that advances the development and application of policy or practice within a listed priority field ▪ Applicants must have sat an IELTS or TOEFL English language test since September 2009 and have achieved the equivalent of a minimum overall IELTS score of 5.5 ▪ You must be willing to make a formal commitment to return to your current employment following completion of the award ▪ You must meet the general minimum eligibility criteria for Australian Development Scholarships (attached)
Support Service Options	<ul style="list-style-type: none"> ▪ Provision of Pre- course English fees on a case-by-case basis ▪ Provision of course research support for short-listed candidates ▪ Special needs assistance as deemed appropriate on a case-by-case basis ▪ Standard ADS support conditions for awardees



Australian Government



Australia Awards

AUSTRALIAN DEVELOPMENT SCHOLARSHIPS

GENERAL ELIGIBILITY CRITERIA FOR AUSTRALIAN DEVELOPMENT SCHOLARSHIP (ADS) APPLICANTS

To be eligible for an ADS, applicants must:

- a. be a minimum of 18 years of age at the time of commencement of scholarship in Australia or home country (if preparation training is provided);
- b. have citizenship of and be currently living in an ADS participating country as listed on AusAID's website <www.usaid.gov.au>;
- c. not be married to/or be a de facto of, or engaged to be married to, a person who holds or is eligible to hold Australian or New Zealand citizenship or permanent resident status;
- d. not hold or have held an Australian Government funded scholarship in the preceding 2 years at the time of application;
- e. satisfy any specific criteria established by the applicant's country and/or government of citizenship;
- f. satisfy all requirements of the Australian Department of Immigration and Citizenship (DIAC) for an AusAID student visa; and
- g. satisfy the admission requirements of the Institution at which the ADS is to be undertaken.

Applicants must inform the Australian Government of any connection or relationship to staff employed by the Australian Government or with Managing Contractors at the time of application.

(The Australian Development Scholarship (ADS) Handbook provides detailed information on all aspects of the ADS program's operation including selection, processing and managing of ADS intakes. Note that the Handbook may be revised and updated by AusAID at any time without notice. The Handbook is available at <http://www.usaid.gov.au/publications/pdf/adsmannual.pdf>)

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). 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)

Signature

Date

5. ENDORSEMENT OF AGENCY / DEPARTMENT HEAD

Signature

Name and Position

Date

Please email the following details to 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

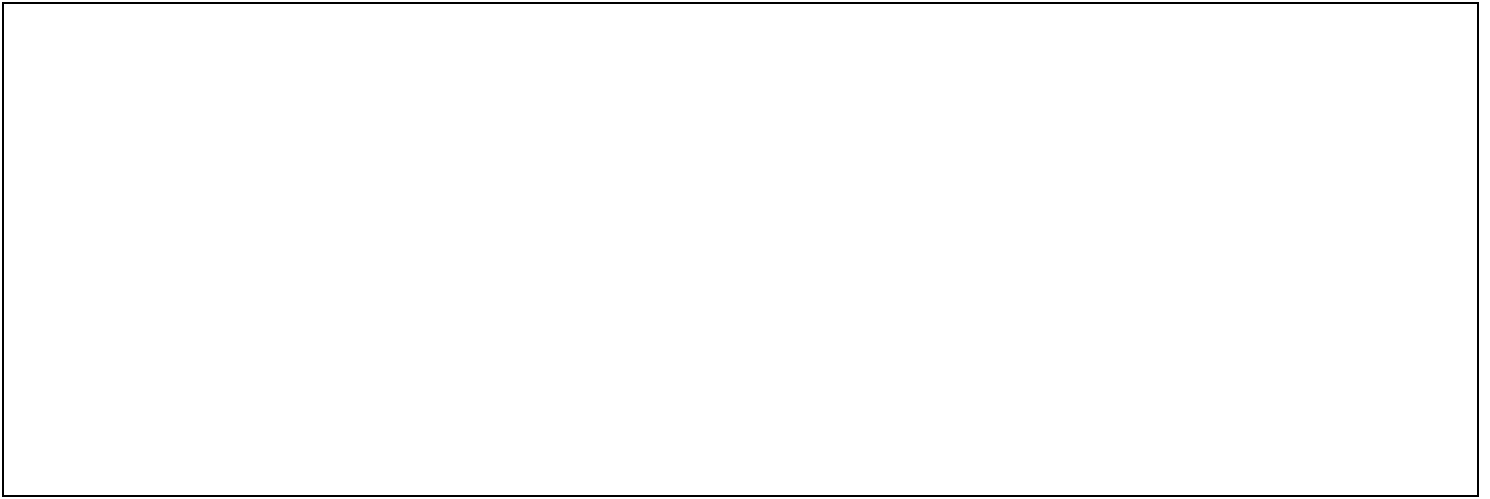


QUESTION 2: EMPLOYER'S GENERAL EXPECTATIONS AND PLAN (between 200 and 300 words; attach separate sheets if necessary)

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:

Name

Signature

Date

Employer Representative:

Name and Position

Signature

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:

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

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

I,¹

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 ⁴ on ⁵ of ⁶

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