

13 September 2011

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 48 of 2011**  
**E/70/173/01 V3**

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

To: Supervising Officers i/c of Ministries/Departments

**Pool of Trainers / Resource Persons**

Further to its Circular Letter No. 11 of 2011, the Ministry of Civil Service and Administrative Reforms is inviting applications from officers not below the rank of Senior Officer who are willing to serve as Trainers/Resource Persons in the general management field and soft skills, more specifically on subjects/modules covered by training programmes run by this Ministry. A list of these training programmes is available on this Ministry's website <http://civilservice.gov.mu>.

2. Those who have already applied following the Circular Letter under reference, need not submit fresh applications.

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) use of ICT training equipment and tools.

4. This Ministry is also envisaging to select eligible applicants to follow a Training of Trainers course later this year.

5. Public officers willing to serve as Trainers/Resource Persons are requested to fill in the enclosed form and submit it together with their Curriculum Vitae to this Ministry at **latest by Friday 30 September, 2011** on the following address:

*The Senior Chief Executive  
Ministry of Civil Service & Administrative Reforms  
(Attn: Mr. N. Lobind)  
Human Resource Development Division  
4<sup>th</sup> Floor, ATOM House  
Royal Street  
Port Louis*

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6. This Circular Letter together with the application form is available on the website of this Ministry at the following address: <http://civilservice.gov.mu>

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

*S. Seebaluck*  
*Senior Chief Executive*

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



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?

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

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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.

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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:**

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Signature:.....

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**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:**.....