

27 March 2012

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 17 of 2012

E/152/48/15 V9

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

To: Supervising Officer in charge of Ministries/Departments

Vacancy at the Organisation for the Prohibition of Chemical Weapons (OPCW)

The Organisation for the Prohibition of Chemical Weapons (OPCW) is inviting applications for the post of **Network Administrator (P2)**.

2. The deadline for the submission of application is **28 April 2012**.
3. Details of the post can be accessed on the OPCW's Website: www.opcw.org/jobs/
4. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministry/Department.



K. Samlall

for Senior Chief Executive

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

PH/CIRCULAR/COMMONWEALTH

Training on Financial Operations for Officers posted in Finance Section

OBJECTIVES

The objectives of the course are, inter alia, to help Officers to:

- (i) understand the Government Accounting System
- (ii) understand the key principles in Public Financial Operations to better deliverables

PROGRAMME CO-ORDINATORS

- ❖ **Mr. G. GUKHOOL**
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Ministry of Civil Service & Administrative Reforms
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- ❖ **Mr. N. LOBIND**
Assistant Secretary
Ministry of Civil Service & Administrative Reforms
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- ❖ **Mrs. R. BHUNJUN**
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Ministry of Civil Service & Administrative Reforms
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Dates:

Batch 1: 21 - 22 May 2012
Batch 2: 29 - 30 May 2012
Batch 3: 13 - 14 June 2012
Batch 4: 21 - 22 June 2012
Batch 5: 05 - 06 July 2012

Venue:

6th Floor
Fooks House
Bourbon Street
Port Louis

Day One

08 30 - 09 00 hrs	REGISTRATION OF PARTICIPANTS
09 00 - 10 30 hrs	<p><u>Financial Operations in Government</u></p> <ul style="list-style-type: none"> • Role of Finance Section in an Organisation • Financial Management – Concepts and Principles • Legal and Institutional Framework • Responsibilities and duties of public officers <p style="text-align: center;">Assistant Manager/ Senior Financial Operations Officers from Finance Cadre</p>
10 30 - 10 45 hrs	<i>TEA BREAK</i>
10 45 - 12 00 hrs	<p><u>Financial Operations in Government (Contd)</u></p> <ul style="list-style-type: none"> • Role of Finance Section in an Organisation • Financial Management – Concepts and Principles • Legal and Institutional Framework • Responsibilities and duties of public officers <p style="text-align: center;">Assistant Manager/ Senior Financial Operations Officers from Finance Cadre</p>
12 00 - 1300 hrs	<i>LUNCH</i>
13 00 - 14 30 hrs	<p><u>Financial Operations and Accounting</u></p> <ul style="list-style-type: none"> • Financial planning and forecasting – Cash Management • The essential role of good accounting records in Financial Operations • Computerized Accounting System <p style="text-align: center;">Assistant Manager/ Senior Financial Operations Officers from Finance Cadre</p>
14 30 - 14 45 hrs	<i>TEA BREAK</i>
14 45 - 16 00 hrs	<p><u>Financial Operations and Accounting (Contd)</u></p> <ul style="list-style-type: none"> • Financial planning and forecasting – Cash Management • The essential role of good accounting records in Financial Operations • Computerized Accounting System <p style="text-align: center;">Assistant Manager/ Senior Financial Operations Officers from Finance Cadre</p>

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Day Two

09 00 – 10 30 hrs	<p><u>Budgeting in the Public Sector</u></p> <ul style="list-style-type: none"> • Budget Reforms in Mauritius: PBB and MTEF • Tradition Budgeting versus Programme Based Budgeting • Defining a performance framework (services, service standards and targets) <p>Resource person from Ministry of Finance and Economic Development</p>
10 30 – 10 45 hrs	<p><i>TEA BREAK</i></p>
10 45 – 12 00 hrs	<p><u>Budgeting in the Public Sector (Contd)</u></p> <ul style="list-style-type: none"> • Budget Reforms in Mauritius: PBB and MTEF • Tradition Budgeting versus Programme Based Budgeting • Defining a performance framework (services, service standards and targets) <p>Resource person from Ministry of Finance and Economic Development</p>
12 00 – 1300 hrs	<p><i>LUNCH</i></p>
13 00 – 14 15 hrs	<p><u>Budgeting in the Public Sector</u></p> <ul style="list-style-type: none"> • Strategic planning framework (long term planning, mid-term sector planning, 3 years PBB strategic plans) • Budgeting for HR • Budgeting for Capital Expenditure • Budget Monitoring and Reporting <p>Resource person from Ministry of Finance and Economic Development</p>
14 15 – 14 30 hrs	<p><i>TEA BREAK</i></p>
14 30 – 15 45 hrs	<p><u>Budgeting in the Public Sector (Contd)</u></p> <ul style="list-style-type: none"> • Strategic planning framework (long term planning, mid-term sector planning, 3 years PBB strategic plans) • Budgeting for HR • Budgeting for Capital Expenditure • Budget Monitoring and Reporting <p>Resource person from Ministry of Finance and Economic Development</p>
15 45 – 16 00 hrs	<p>Evaluation and Award of Certificates</p>



Ministry of Civil Service and Administrative Reforms
Training on Financial Operations
for Officers posted in Finance Section

Ministry / Department:

Title	Surname	Other Name(s)	Contact Details (Telephone, Mobile, Fax, Email)

Approved and Submitted on:.....by:.....

Name:Signature:.....