

CIRCULAR LETTER 2013

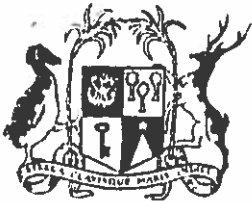
S/N	REF	TITLE	DATE
1	2013/E/41/4/04V13	CONFIDENTIAL REPORTS- GENERAL SERVICES	08-01-2013
2	2013/E/439/27/80/01	SPECIMEN PROCEDURE AGREEMENT	09-01-2013
3	2013/E/60/28/05/01V10	IMPROVEMENT OF COUNTER/ CUSTOMER SERVICES SCHEME INVITATION TO SUBMIT PROJECT PROPOSALS FOR FINANCIAL YEAR 2013	14-01-2013
4	2013/E/152/48/15	IOM INTERNATIONAL ORGANIZATION- VACANCIES	15-01-2013
5	2013/E/75/13/01/01V12	VISIT OF PROFESSOR ANDREW HAYNES	22-01-2013
6	2013/E/364/6/04V3	NOTIFICATION OF APPOINTMENT BY PROMOTION	30-01-2013
7	2013/E/52/48/15	FAO VACANCIES	29-01-2013
8	2013/E/152/48/15T3	VACANCY AT WORLD HEALTH ORGANIZATION (WHO)	11-02-2013
9	2013/E/439/206/01V2	TIME OFF TO ATTEND ANNUAL GENERAL MEETING	12-02-2013
10	2013/E/125/5/01/01V29	GRANT OF INCREMENT ON REINSTATEMENT OF INTERDICTED OFFICER	14-02-2013
11	2013/E/125/5/01V11	INTERDICTED PUBLIC OFFICERS	15-02-2013
12	2013/E/97/2/02V3	MASTER OF PUBLIC ADMINISTRATION IN CHINESE GOVERNANCE FOR DEVELOPING COUNTRIES AND MASTER PROGRAM IN PUBLIC POLICY FOR SENIOR OFFICIALS IN DEVELOPING COUNTRIES.	14-02-2013
13	2013/E/152/48/15	UNESCO- VACANCIES	20-02-2013
14	2013/E/439/11/02/04	GRANT OF RECOGNITION TO NEWLY REGISTERED FEDERATIONS IN THE CIVIL SERVICE	25-02-2013
15	2013/E/18/24/01 TF1	BACK DATING OF PAYMENT OF RESPONSIBILITY ALLOWANCES TO CONFIDENTIAL SECRETARIES	01-03-2013
16	2013/E/152/48/15	COMMONWEALTH SECRETARIAT- VACANT POSITION	01-03-2013
17	2013/E/97/2/02V4	MASTER PROGRAM IN INTERNATIONAL RELATION	07-03-2013
18	2013/E/60/28/01V10	IMPROVEMENT OF SERVICES DELIVERY	08-03-2013
19		NOT ISSUED	
20	2013/E/152/48/15T3	FOOD & AGRICULTURE ORGANIZATIONS- VACANCIES	25-03-2013
21		NOT ISSUED	
22	2013/E/152/48/15V10	COMMONWEALTH SECRETARIAT-VACANCY	25-03-2013
23	2013/E/439/5/02 V10	TIME OFF TO ATTEND ANNUAL GENERAL MEETING	28-03-2013
24		NOT ISSUED	
25	2013/E/364/6/02	NOTIFICATION OF APPOINTMENT BY SELECTION	22-04-2013
26	2013/E/152/48/15	INTERNATIONAL ORGANIZATION FOR	23-04-2013

		MIGRATION VACANCIES	
27	2013/E/70/75/01/01V5	A 2-DAY CUSTOMIZED TRAINING PROGRAMME FOR DRIVERS	29-04-2013
28	2013/E/75/48/02V4	SEVENTH AAPAM AWARD FOR INNOVATIVE MANAGEMENT	26-04-2013
29	2013/E/152/48/15	UNICEF-VACANCY	02-05-2013
30	2013/E/152/48/15	COMMONWEALTH SECRETARIAT VACANCIES	03-05-2013
31	2013/E/260/72/03/16/T	PRB REPORT 2013: IMPLEMENTATION AND MONITORING COMMITTEE	07-05-2013
32	2013/E/152/48/15	UNESCO-VACANCY	08-05-2013
33	2013/E/152/48/15	COMMONWEALTH SECRETARIAT-VACANCY	08-05-2013
34	2013/E/152/48/15	OIF VOLUNTEERSHIP PROGRAMME	22-05-2012
35	2013/E/152/48/15	INTERNATIONAL ORGANIZATION FOR MIGRATION-VACANCIES	22-05-2013
36	2013/E/152/48/15/T3	UNESCO-VACANCY	29-05-2013
37	2013/E/439/3/02/V19	RELEASE TO ATTEND TRAINING SESSION ON THE CONDUCT OF INTERVIEWS FOR WORD PROCESSING OPERATIONS AND SENIOR WORD PROCESSING OPERATION COMPETING FOR THE POST OF CONFIDENTIAL SECRETARY	29-05-2013
38	2013/E/79/1/1/92	MASTER 11 TELEDETECTION RISQUES NATURELS	03-06-2013
39	2013/E/439/5/2/TF/39	UNIFORMS FOR THE GRADES OF OFFICE CARE ATTENDANT/SENIOR OFFICE CARE ATTENDANT AND HEAD OFFICE CARE ATTENDANT	10-06-2013
40	2013/E/152/48/15V11	FAO-VACANCY	27-06-2013
41		NOT ISSUED	
42		NOT ISSUED	
43	2013/E/60/28/31	SETTING UP OF REFORM CELL	04-07-2013
44	2013/E/152/48/15 V11	FAO-VACANCY	03-07-2013
45	2013/E/152/48/15V11	INTERNATIONAL ORGANIZATION FOR MIGRATION-VACANCY ANNOUNCEMENT	04-07-2013
46	2013/E/152/48/15T3	COMMONWEALTH SECRETARIAT VACANCY	15-07-2013
47	2013/E/41/13/01(T)	PERFORMANCE MANAGEMENT SYSTEM (PMS) MONITORING	11-07-2013
48	2013/E/364/6/02	NOTIFICATION OF APPOINTMENT BY SELECTION	12-07-2013
49	2013/E/152/48/15T1	COMMONWEALTH SECRETARIAT -VACANCY	15-07-2013
50	2013/E/445/2/01V13	GENERAL STAFF LIST	31-07-2013
51	2013/E/439/5/02/V10	TIME OFF TO FEMALE OFFICERS OF THE OFFICE CARE ATTENDANT CADRE TO ATTEND BRAINSTORMING SESSIONS	02-08-2013
52	2013/E/152/59/01/01	VACANCIES IN PARASTATAL ORGANIZATION	12-08-2013
53	2013/E/70/1/1/123	3 HALF-DAY REFRESHER COURSE IN INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)	16-08-2013
54		NOT ISSUED	
55	2013/E/75/60/01/03V2	PRESENTATION ON AUSTRALIA AWARDS	15-08-2013
56	2013/E/330/6/03/01	CIVIL ESTABLISHMENT ORDER 2013	19-08-2013

57	2013/E/28/13/01/01	REVIEW OF MONETARY CEILINGS FOR THE PURCHASE OF OFFICIAL CARS	21-08-2013
58	2013/E/60/28/04/01V2	CUSTOMER CHARTER	28-09-2013
59	2013/E/160/2/44/33/03	HUMAN RESOURCES (HR) PROPOSALS PROGRAMME-BASED BUDGET (PBB) 2014-2016	06-09-2013
60	2013/E/70/1/1/114V1	TRAINING PROGRAMME ON STRESS MANAGEMENT	13-09-2013
61	2013/E/152/48/15T1	COMMONWEALTH SECRETARIAT-VACANCY	11-09-2013
62		NOT ISSUED	
63	2013/E/152/48/15T2	COMMONWEALTH SECRETARIAT-VACANT POSITION	16-09-2013
64	2013/E/152/48/15T2	VACANCIES AT UNESCO	16-09-2013
65	2013/E/70/51/03/05	HRMIS PROJECT	24-09-2013
66	2013/E/365/7/01/02V10	AWARD COURSE FOR WORD PROCESSING OPERATION AND SENIOR WORD PROCESSING OPERATORS	27-09-2013
67	2013/E/235/10/01V12	UNIFORMS ALLOWANCE FOR PERIOD JANUARY TO DECEMBER 2014	27-09-2013
68	2013/E/60/28/29	PUBLIC SECTOR REFORM STEERING COUNCIL	01-10-2013
69	2013/E/70/173/01V3	POOL OF TRAINERS/RESOURCE PERSON	11-10-2013
70	2013/E/439/3/02	TIME OFF TO ATTEND ANNUAL GENERAL MEETING	07-10-2013
71	2013/E/152/48/15V11	VACANCY-INTERNATIONAL TRADE CENTRE	07-10-2013
72	2013/E/439/5/2TF1	UNIFORMS FOR THE GRADES OF OFFICE ATTENDANT/SENIOR OFFICE CARE ATTENDANT AND HEAD OFFICE CARE ATTENDANT	16-10-2013
73	2013/E/60/28/19V10	2014 UNITED NATION PUBLIC SERVICE AWARD	17-10-2013
74	2013/E/439/5/02V10	TIME OFF TO ATTEND WORKSHOP	22-10-2013
75		NOT ISSUED	
76	2013/E/152/48/15T1	COMMONWEALTH SECRETARIAT VACANT POSITION	07-11-2013
77	2013/E/75/60/02V3	AUSTRALIA AWARDS-AFRICA FELLOWSHIPS-2014	12-11-2013
78	2013/E/75/60/01/03V3	AUSTRALIA AWARDS SCHOLARSHIPS 2015	12-11-2013
79	2013/E/330/6/03/01	REVIEW OF SCHEMES OF SERVICE IN THE WAKE OF THE PRB REPORT AND EOAC REPORT	15-11-2013
80	2013/E/128/5/01	ELECTRIC FANS- MAKE "PACIFIC"	26-11-2013
81	2013/E/75/127/01V4	RESIDENTIAL SUPPER SCHOOL 2014: GOVERNANCE FOR DEVELOPMENT IN AFRICA INITIATIVE	06-12-2013
82	2013/E/75/80/01	WASHINGTON FELLOWSHIP FOR YOUNG AFRICAN LEADER	28-11-2013
83	2013/E/60/28/21/09	PUBLIC SERVICE EXCELLENCE AWARD 2013	10-12-2013
84	2013/E/70/51/03/05V5	HRMIS PROJECT-SYSTEM REQUIREMENT GATHERING EXERCISE	12-12-2013
85	2013/E/152/48/15T4	ILO: ONLINE VACANCIES FOR 4 SENIOR POSITIONS AT ILO, GENEVA	31-12-2013

Attn: Mrs Ackbar

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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

08 January 2013

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 1 of 2013

E/41/4/04/V13

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

To: Supervising Officers i/c Ministries/Departments

Confidential Reports – General Services

Paragraph 1.3.1(2) of the Human Resource Management Manual provides *inter alia* that Confidential Reports, duly completed, should be submitted to the Responsible Officer concerned by the end of January of each year.

2. It would, therefore, be appreciated if Confidential Reports for the year 2012 in respect of officers belonging to the grades mentioned hereunder and serving in your Ministry/Department could be filled in and submitted to me under confidential cover by **Tuesday 29 January 2013:**

- Office Management Executive
- Office Superintendent
- Higher Executive Officer
- Executive Officer
- Senior Officer
- Office Supervisor
- Special Clerical Officer
- Clerical Officer/Higher Clerical Officer
- Officer
- Confidential Secretary

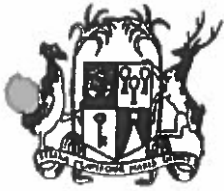
- Senior Word Processing Operator
- Word Processing Operator
- Head Office Care Attendant
- Senior Office Care Attendant
- Office Care Attendant

3. Your attention is drawn to the fact that:

- (i) Items 7 to 12 of Section 2 (Part A) of the Confidential Report should be completed for officers of the grade of Executive Officer/Senior Officer and above; and
- (ii) Section 3 thereof should be completed by you.

I. M. Oree (Mrs)
for Senior Chief Executive

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



Ministry of Civil Service and Administrative Reforms

09 January, 2013

Circular Letter No. 2 of 2013

E/439/27/80/01

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

To: Supervising Officers i/c of Ministries/Departments

Specimen Procedure Agreement

The Employment Relations Act (ERA) 2008 provides for the effective recognition of the right to collective bargaining which is a voluntary mechanism for regulating terms and conditions of employment. In this context, Ministries/Departments are required, under Section 51 of the Act, to draw up and sign a 'Procedure Agreement' with their recognized trade unions or group of trade unions or joint negotiating panel.

2. Guidelines for the enforcement of the ERA 2008 and a Specimen Procedure Agreement were enclosed in this Ministry's Circular Letter No. 27 of 2009.

3. However, the Specimen Procedure Agreement has been reviewed following representations received from federations of the civil service unions. A copy of the revised Specimen Procedure Agreement is herewith enclosed for your guidance.

4. Accordingly, each Ministry/Department is advised to devise a Procedure Agreement according to its specificity. Before signing the Procedure Agreement, it is desirable that the following steps be carried out:

Step I

Ministries/Departments should identify trade unions to which they have given recognition;

Step II

An appropriate forum be set up for consultations/discussions to be held with the recognized trade unions with a view to reaching a consensus on the items to be captured under the Procedure Agreement.

Step III

Following consensus reached on the proposed Procedure Agreement, necessary arrangements be made, as early as possible, for the signing of the Procedure Agreement.

5. Heads of Ministries/Departments are advised to bring the contents of this Circular Letter to the attention of all officers in their respective Ministries/Departments.



(S. Seebaluck)
Senior Chief Executive

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

SPECIMEN

PROCEDURE AGREEMENT

PARTIES TO THE AGREEMENT

This Agreement is made on the day of201., between

Organisation:

.....

AND

Trade Union:

.....

1. DEFINITION OF TERMS

In this Agreement:

The Organisation	refers to <i>[name of organisation]</i>
The Trade Union	refers to <i>[name of the Trade Union having negotiating rights]</i>
The Joint Negotiating Panel	refers to <i>[two or more Trade Unions having negotiating rights]</i>
Bargaining Unit	refer to <i>[workers or classes of workers, whether or not employed by the same employer, on whose behalf a collective agreement may be made]</i>
Staff	refers to <i>[employees in the relevant Bargaining Unit of the Organisation]</i>

2. COMMENCEMENT DATE

This Agreement is effective as from *[date]*

3. PROMOTION OF EMPLOYMENT RELATIONS

The spirit and intention of this Agreement is to further consolidate relations between the organisation and its employees duly represented by the Union/s and to provide