



Ministry of Civil Service and Administrative Reforms

11 October 2013

Ministry of Civil Service and Administrative Reforms
Circular Letter No 69 of 2013
E/10/173/01 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

The Ministry of Civil Service and Administrative Reforms is currently updating its pool of Trainers/Resource Persons for its training programmes. In this context applications are invited from qualified officers who are willing to serve as Trainers/Resource Persons in the general management fields and on subjects/modules covered by training programmes run by this Ministry. A list of these training programmes, including those recommended by the Pay Research Bureau 2013, is available on this Ministry's website: <http://civilservice.gov.mu>.

2. Furthermore, with a view to sustaining implementation of the modernization projects like the Computerized Registry System (CRS) and the Attendance Register Management System (ARMS), the Ministry would like to build up a pool of Trainers/Resource Persons for its forthcoming training programmes. Public officers, who have a wide knowledge and practical experience in using these systems and who are interested to act as Trainers/Resource Persons, are invited to submit their applications.
3. Those who have already applied in response to previous Circular Letters should submit fresh applications.
4. 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) ability to communicate intelligibly; and
 - (v) use of ICT training equipment and tools.

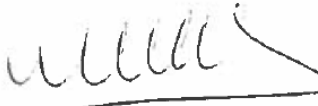
Applicants may have to undergo a selection exercise.

5. Public Sector officers willing to apply are requested to fill in the enclosed form and submit it together with their Curriculum Vitae to this Ministry at latest by **Friday 18 October 2013** on the following address:

***The Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
(Attn. Mr S. Ramlallah)
Human Resource Development Division
4th Floor, ATOM House
Royal Street
Port Louis***

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

7. Supervising Officers are kindly requested to bring the contents of this Circular Letter to the attention of all officers concerned, including those serving in parastatals falling under the aegis of their Ministry.


S. Seebaluck
Senior Chief Executive

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

Ministry of Civil Service & Administrative Reforms

Human Resource Development Division

Application Form to serve as Trainer/Resource Person

1. Surname: Dr/Mr/Mrs/Miss
(Delete whichever not applicable)
2. Other Name(s).....
3. Date of Birth:.....
4. Address:.....
5. Telephone No. (Office):..... (Res):..... (Mobile):.....
6. E-mail Address:.....
7. Designation:.....
8. Address of current Posting:.....
9. Date joined service:.....
10. Date of present appointment:.....
11. Years of service in the present grade:.....

12. **QUALIFICATIONS** (Degree and above).
(Indicate Name of Examining Body and Date obtained).

Year	Qualifications Obtained	Examining Body

13. **Teaching/Training Experience.**
(Please list the subjects/modules you have taught within the past 3 years and the type of the course).

Subjects	Course Level

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) and also focused training programmes (CRS, ARMS).

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

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(ii) At what level/s would you be prepared to give training?

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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:.....

Part A

I hereby certify that the above information provided is correct and Dr/Mr/Mrs/Miss would be released as and when his/her services as Resource Person/Trainer would be required.

Supervising Officer

Name:.....

Signature:.....

Date:.....