



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND
INSTITUTIONAL REFORMS**

21 January 2022

Ministry of Public Service, Administrative and Institutional Reforms

Circular Letter No 7 of 2022

E/363/9/06 V5

From: Secretary for Public Service

To: Supervising Officers i/c Ministries/Departments

**Advanced Course in Effective Office Management and Supervision for officers in the
grade of Office Management Assistant**

The Civil Service College Mauritius organizes the Advanced Course in Effective Office Management and Supervision in collaboration with the Open University of Mauritius for officers in the grade of Office Management Assistant. The Course will be run on a combined mode, namely face-to-face sessions and through Open and Distance Learning (ODL), and will include six interactive workshops. It will span over nearly twelve months and will comprise the following modules:

- (i) Information and Communication Technology
- (ii) Communication
- (iii) Finance, Procurement and Asset Management
- (iv) Government Machinery and Public Policy
- (v) Managing Public Sector Organisations
- (vi) Leadership, Supervision and Team Building
- (vii) Human Resource Management in the Public Sector
- (viii) Good Governance in the Public Sector

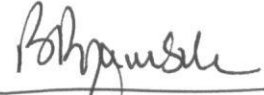
2. On successful completion of the Advanced Course in Effective Office Management and Supervision, the Office Management Assistants will be granted one increment at salary point reached, subject to the top salary of the grade in line with paragraph 40.45 of the PRB Report 2021.

3. Office Management Assistants posted to your Ministry and Departments falling under the aegis of your Ministry, who have **not** followed the Advanced Course in Effective Office Management and Supervision, are requested to inform this Ministry of their willingness to follow the Course, as per the enclosed pro forma. The duly filled in form should reach the General Services Section of this Ministry, Level 7, SICOM Building 2, Cnr Chevreau and Rev Lebrun Streets, Port Louis, **not later than 07 February 2022**.

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4. Officers, who enroll in the Course and subsequently fail to attend same until its completion, will have to refund, within a period of three months from the date they withdraw from the course, an amount representing the expenses incurred by Government for the training course.

5. I should be grateful if the contents of this Circular letter could be brought to the attention of all the officers concerned including those who are on leave or overseas.



B. Boyramboli
Secretary for Public Service

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

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

Kindly fill in this form to express your willingness to follow the **Advanced Course in Effective Office Management and Supervision** mounted by the Ministry of Public Service, Administrative and Institutional Reforms in collaboration with the Civil Service College, Mauritius.

Surname: Mr/Mrs/Miss

Other name(s):

Designation:

Ministry/Department:

Address where you are posted:

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Tel. No: Office : (Mobile)

Fax No.: E-mail :

**(a) I am willing to follow the above-mentioned course.*

**(b) I am not willing to follow the above-mentioned course in the next cohort.*

Signature:

Date :

**Please, delete as appropriate.*