



MINISTRY OF PUBLIC SERVICE,
ADMINISTRATIVE AND INSTITUTIONAL REFORMS

09 August 2024

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No 62 of 2024
E/363/9/06 V6

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

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

The Civil Service College, Mauritius will organise the Advanced Course in **Effective Office Management and Supervision** for officers in the grade of Office Management Assistant during the Financial Year 2024-2025. The Course will be run on a combined mode, that is, online and face-to-face tutorials, with three half-day face-to-face tutorials per module/per semester.

2. The Course will span over two semesters and will comprise the following modules:

Semester One

- (i) Government Machinery and Public Policy;
- (ii) Information and Communication Technology;
- (iii) Finance, Procurement and Assets Management in the Public Sector; and
- (iv) Communication.

Semester Two

- (i) Good Governance in the Public Sector;
- (ii) Leadership Supervision and Team Building;
- (iii) Human Resource Management; and
- (iv) Managing Public Sector Organisations.

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

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4. Office Management Assistants posted to your Ministry/Department, who have **not** followed the Advanced Course, 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 be submitted to the following address, **not later than Monday 19 August 2024:**

**The Secretary for Public Service
Ministry of Public Service, Administrative and Institutional Reforms
General Services Section
Level 7, SICOM Building 2,
Corner Chevreau and Reverend Jean Lebrun Streets,
Port Louis.**

5. Officers who had already exercised their option in response to this Ministry's Circular Letter No. 28 of 2023 and who have not yet followed the Course, should exercise their option anew.

6. Officers who enroll for 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.

7. You are requested to bring the contents of this Circular Letter to the attention of all the officers concerned, including those who are on leave locally or overseas.



**K. Conhye
Secretary for Public Service**

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

Advanced Course in Effective Office Management and Supervision

Surname: Mr/Mrs/Miss

Other name(s):

Designation:

Ministry/Department:

Office Address:

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Tel. No: (Office) (Mobile).....

Fax No.: E-mail:

I hereby certify that:

**(a) I am willing to follow the Advanced Course in Effective Office Management and Supervision.*

**(b) I am not willing to follow the Advanced Course in Effective Office Management and Supervision.*

(* Please strike out, as appropriate)

Signature:

Date: