



MINISTRY OF PUBLIC SERVICE,  
ADMINISTRATIVE AND INSTITUTIONAL REFORMS

09 August 2024

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No 63 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 in Parastatal Bodies**

The Pay Research Bureau has, at paragraphs 51 and 52 of its 2021 Report (Vol 2 Part II - Parastatal and other Statutory Bodies and Private Secondary Schools) recommended that this Ministry, in consultation with the Parastatal Organisations through their parent Ministries, should make arrangement for Office Management Assistants of Parastatal Bodies to follow the Advanced Course in Effective Office Management and Supervision. On successful completion of the Course, Office Management Assistants will be granted one increment, subject to the top salary of the grade.

2. 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.

3. 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.

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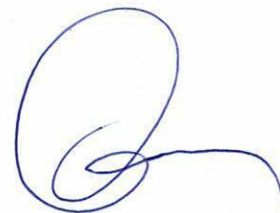
**Semester Two**

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

4. In line with the above recommendation, Supervising Officers are requested to liaise with the Parastatal and Statutory Bodies falling under the aegis of their respective Ministries/Departments and submit to this Ministry a list of Office Management Assistants who have **not** yet followed the Advanced Course in Effective Office Management and Supervision and who are willing to follow the Course, as per the enclosed pro forma. The list and the duly filled in forms 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. All costs of participation will have to be borne by the Parastatal and Statutory Bodies concerned.
- 6. 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 the Parastatal and Statutory Bodies concerned.
- 7. You are requested to bring the contents of this Circular Letter to the attention of all Parastatal and Statutory Bodies falling under the aegis of your Ministry/Department.



**K. Conhye  
Secretary for Public Service**

**Advanced Course in Effective Office Management and Supervision**

Surname: Mr/Mrs/Miss .....

Other name(s): .....

Designation: .....

Ministry/Department: .....

Office Address: .....

.....

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:** .....