



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
MAURITIUS

23 April 2024

Circular Letter No.26 of 2024
E/439/317/04 TF2

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Training Programme on duties of Office Management Assistant

This Ministry, in collaboration with the Civil Service College, Mauritius, has devised a specific online training course on Office Management and Operation Skills for Management Support Officers with a view to providing them with a broad overview of the knowledge and skills required for the post of Office Management Assistant. The training programme, which will start as from 13 May 2024, will be delivered online via Microsoft Teams after office hours, by experienced and qualified trainers. The programme is at **Annex**.

2. The cost per participant is Rs 4,000 and will have to be met by the participant. Interested officers who wish to avail of this opportunity are invited to register online at:

https://www.cscm.mu/training/exam_courses.php by **Monday 06 May 2024**.

3. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all Management Support Officers serving in your respective Ministries/Departments.

K. Conhye
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service
Director General, Civil Service College, Mauritius