



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE  
AND INSTITUTIONAL REFORMS

29 July 2024

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No. 60 of 2024**  
**E/363/9/09**

**From: Secretary for Public Service**

**To: Supervising Officers in charge of Ministries/Departments**

**Advanced Secretarial Course for officers in the grade of Confidential Secretary in  
Parastatal Bodies**

The Pay Research Bureau has, at paragraphs 57 and 58 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 Confidential Secretaries of Parastatal Bodies to follow the Advanced Secretarial Course. On successful completion of the course, Confidential Secretaries will be granted one increment, at the point already reached, subject to the top salary of the grade.

2. The Civil Service College Mauritius will organise the Advanced Secretarial Course for officers in the grade of Confidential Secretary 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 sessions of face-to-face tutorials per module/per semester.
3. The course will span over two semesters and will comprise the following modules:

**Semester One**

Modules on:

- (i) Roles and Responsibilities of the Confidential Secretary;
- (ii) Customer Care and Public Relations; and
- (iii) Information and Communication Technology.

**Semester Two**

Modules on:

- (i) Overview of Public Sector Management; and
- (ii) Communication.

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4. In line with the above recommendations, 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 Confidential Secretaries who have **not** yet followed the Advanced Secretarial Course and who are willing to follow the course, as per the enclosed proforma. The list and the duly filled in forms should be submitted to the following address, **not later than Tuesday 06 August 2024**:

**Ministry of Public Service, Administrative and Institutional Reforms  
General Services Section  
Level 7, SICOM Building 2  
Corner Chevreau and Rev Lebrun Streets  
Port Louis**

5. All costs of participation will have to be borne by the Parastatal and Statutory Bodies concerned.
6. Officers concerned who had already exercised their option in response to this Ministry's Circular Letter No. 45 of 2023 and who have not yet followed the abovementioned course, should exercise their option anew.
7. 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 Body concerned for the Advanced Secretarial Course.
8. 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.



**K. Conhye  
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 Secretarial Course**.

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

Other Name(s): .....

Designation: .....

Parent Ministry/Department: .....

Parastatal Body: .....

Office Address: .....

.....

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

Fax No.: ..... E-mail: .....

*\*(a) I am willing to follow the Advanced Secretarial Course.*

*\*(b) I am not willing to follow the Advanced Secretarial Course.*

(\* Please strike out, as appropriate)

Signature: .....

Date: .....