



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

20 October 2017

Ministry of Civil Service and Administrative Reforms

Circular Letter No 77 of 2017

E/363/9/06 V3

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

On the strength of a decision of this Ministry, the Civil Service College Mauritius organizes the Advanced Course in Effective Office Management and Supervision in collaboration with the Open University of Mauritius. The Course, which is due to start in January 2018, 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:

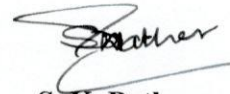
- (i) Government Machinery and Public Policy
- (ii) Good Governance in the Public Sector
- (iii) Information and Communication Technology
- (iv) Finance, Procurement and Asset Management in the Public Sector
- (v) Leadership, Supervision and Team Building
- (vi) Communication
- (vii) Human Resource Management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

2. On successful completion of the Advanced Course in Effective Office Management and Supervision, the Office Management Assistants will be granted one increment, subject to the top salary of the grade. Those who will successfully complete the Course after having reached the last point in their salary scale will be paid a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn.

3. Office Management Assistants posted to your Ministry and to 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 06 November 2017.

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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 abandon the course, an amount representing the expenses incurred by Government per candidate, for providing that training course.
5. I should appreciate it if the contents of this Circular letter could be brought to the attention of the officers concerned and for a copy of the Circular letter together with the enclosed proforma to be despatched to officers who are overseas or on leave.
6. I rely on your cooperation in the matter.



S. K. Pather
Secretary for Public Service

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

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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 Civil Service and Administrative 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.***