



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
MAURITIUS

29 March 2022

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No.17 of 2022**  
**E/439/317/04 TF5**

***From: Secretary for Public Service***

***To: Supervising Officers i/c of Ministries/ Departments***

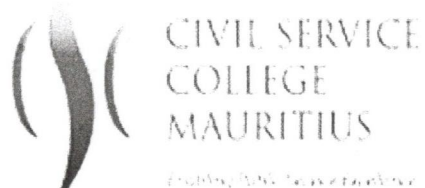
**Training Programmes on duties and responsibilities of**  
**Human Resource Executive and Office Management Assistant**

The Civil Service College, Mauritius (CSCM) is organising a second batch of the training programmes on duties and responsibilities of Human Resource Executive and Office Management Assistant for the benefit of Public Officers with a view to providing them with a broad overview of the knowledge and skills required for the posts.

2. The courses will be conducted through live sessions and will be delivered online via Microsoft Teams by experienced and qualified trainers. Interested officers who wish to avail of this opportunity are invited to register online at: [http://www.cscm.mu/training/exam\\_courses.php](http://www.cscm.mu/training/exam_courses.php).
3. Leaflets for both courses are at **Annexes I & II**.
4. It would be appreciated if the content of this Circular Letter could be brought to the attention of all officers serving in your respective Ministries/Departments.

**B. Boyramboli**  
**Secretary for Public Service**

***Copy to: Secretary to Cabinet and Head of the Civil Service***  
***Director-General, Civil Service College, Mauritius***  
***General Secretary, Government General Services Union***



Do you want to learn the how *Human Resource Executives* function in the Public Sector?  
What are the challenges? What HREs need to know? Etc.  
Then join this **Fully Online Course** by Experienced and Qualified Practitioners in the public sector

**Register online at: <http://www.cscm.mu/training/xxxxx>**

Human Resource Executives  
Course Fees Package  
Rs 4000 only!!

For 25 hours + training  
materials

Limited  
Seats Available  
Register  
Now!

CSCM reserves  
the right not to  
run the course.

	Topics	Dates	Time
1	PSC Regulations and Disciplines	09-Apr-22	14 00 - 17 00
2	HR Practices in the Public Service	11-Apr-22	18 00 - 20 00
3	Performance Management System from an HR Perspective (Including Appeal mechanism and related issues)	13-Apr-22	18 00 - 20 00
4	Procedures for the Prescription of Scheme of Services	16-Apr-22	14 00 - 17 00
5	Conditions of Service	17 & 24 April 2022	14 00 - 17 00
6	Human Resource Policies and Strategies	20-Apr-22	17 30 - 20 30

**Registration open till Tuesday 05 April 2022 by latest**

208 7653

contact@cscm.mu

www.cscm.mu

OFFICE MANAGEMENT  
AND OPERATION SKILLS  
ONLINE COURSE

COURSE FEES PACKAGE

Rs 4000

Do you want to learn the Management and Operations  
Skills of an **Office Management Assistant**

Then join this 29 hours interactive and online course for  
only Rs 4,000.

Experienced and Well Qualified Trainers

**Register online on:**

**[http://www.cscm.mu/training/exam\\_courses.php](http://www.cscm.mu/training/exam_courses.php)**

Annex II



CIVIL SERVICE  
COLLEGE  
MAURITIUS

Public Service Training Institute

Limited  
Seats Available  
Register  
Now!

Registration  
open till  
**FRIDAY 01  
APRIL 2022 at  
noon by  
latest.**

CSCM reserves the right  
to run the course.

Topics to be covered:	Duration (hrs)	Date	Time
❖ Government Machinery	2.5	Monday 04 April 2022	18:00 - 20:30
❖ Current Affairs (Work From Home, Gender, Public Sector Business Transformation)	2	Wednesday 06 April 2022	18:00 - 20:00
❖ Procurement and Supply	3	Saturday 09 April 2022	09:00 - 12:00
❖ Retirement and Pension	2	Saturday 16 April 2022	08:00 - 10:00
❖ Duties of the Secretary to Committee	3	Saturday 16 April 2022	10:30 - 13:30
❖ Essentials of Financial Management Kit /Procedures	6	Saturday 23 April 2022	09:00 - 16:00
❖ Scheme of Services	3	Saturday 23 April 2022	16:30 - 19:30
❖ Conditions of Service (including PMS)	4.5	Saturday 30 April 2022	08:00 - 12:30
❖ PSC Regulations	3	Saturday 30 April 2022	14:00 - 17:00

208 7653

213 7187

contact@cscm.mu

www.cscm.mu