



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE
AND INSTITUTIONAL REFORMS**

22 September 2023

Ministry of Public Service, Administrative and Institutional Reforms

Circular Letter No. 50 of 2023

E/363/9/06 V5

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 Assistants during the Financial Year 2023-2024. 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

- (i) Government Machinery and Public Policy;
- (ii) Information & Communication Technology;
- (iii) Finance, Procurement & Assets Management in the Public Sector; and
- (iv) Good Governance in the Public Sector.

Semester Two

- (i) Communication;
- (ii) Leadership Supervision & Team Building;
- (iii) Human Resource Management; and
- (iv) Managing Public Sector Organisation.

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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 proforma. The list and the duly filled in forms should be submitted to the following address, **not later than Tuesday 10 October 2023**:

**Ministry of Public Service, Administrative and Institutional Reforms
General Services Section
Level 7, SICOM Building 2
Cnr 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 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 Course in Effective Office Management and Supervision.
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

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 Course in Effective Office Management and Supervision**.

Surname: Mr/Mrs/Miss

Other Name(s):

Designation:

Parent Ministry/Department:

Parastatal Body:

Office Address:

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Tel No. (Office) (Mobile)

Fax No.: E-mail:

**(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: