



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
MAURITIUS

06 December 2021

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 65 of 2021
E/70/133/14

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Training and Development

Training and development have always occupied a prominent place in all PRB Reports with a view to promoting a vibrant public service capable of responding to emerging challenges. The 2021 PRB Report has once more stressed on training and development as a critical component of the overall Human Resource Management in the public sector to sustain employees' continual growth and nurture a culture of performance.

2. The salient recommendations contained in the 2021 PRB Report pertaining to training are as follows –

- (i) Identification of nine areas of training interventions ranging from entry-level training to online learning to cater for the new Normal and to facilitate the continuous development of officers in the Public Service;
- (ii) Designation of an officer not below the grade of an Assistant Manager, Human Resources as the Training Manager to be responsible for the implementation of training and development and carry out periodic training need assessments;
- (iii) Mandatory setting up of a Training Committee at the level of each Ministry and Department;
- (iv) Elaboration of a training action plan for short-term and long-term training to equip Public Officers with the required skills, knowledge and competencies;
- (v) Optimisation of training budgets to facilitate the continuous professional development of Public Officers;
- (vi) Monitoring and evaluation of the training action plan by the Transformation Implementation Committees of Ministries and Departments; and
- (vii) Training programmes should be aligned with the Vision, Mission and Strategic objectives of Ministries and Departments.

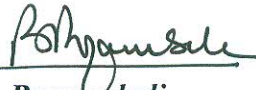
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3. Training of Public Officers ranks high on the Government agenda and in this context a state-of-the-art Civil Service College will shortly be constructed at Le Réduit Triangle to step up training of Public Officers. This College will be equipped with modern facilities and the latest technologies to cater for both face-to-face training and distance learning. It will also foster a learning culture among Public Officers. Moreover, 100% utilisation of training budget is now a mandatory Key Performance Indicator for Ministries and Departments.

4. Supervising Officers are accordingly requested to:

- (i) reactivate their training committees and ensure that a proper training needs analysis is carried out to identify training gaps;
- (ii) nominate and submit to the Director, Human Resources of this Ministry, the name and particulars of their designated Training Manager(s). The duties of the designated Training Manager is at Annex;
- (iii) develop a coherent training plan for their respective Ministries/Departments and submit it to the CSCM and this Ministry for monitoring purposes;
- (iv) engage with the CSCM or any other appropriate training institution for the organisation of customised/tailor-made training courses to cater for the training needs of their respective Ministries/Departments; and
- (v) submit on the Management Information System of this Ministry, the status on the utilisation of your training budget every four months, as indicated in this Ministry's Circular Letter No. 40 of 2021 dated 03 September 2021 for reporting to Cabinet.

5. I rely on your collaboration and support to enhance capability and capacity development in the public service.


B. Boyrambali
Secretary for Public Service

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

Duties of the Training Manager

The Training Manager will be required to-

- (i) carry out periodic Training Needs Assessments in respect of all the functions of the organisation;
- (ii) compile a list of training requested by employees and those identified through the process of Performance Appraisal;
- (iii) be a member of the Training Committee of the organisation and to provide guidance and advice to the Training Committee regarding the elaboration of a yearly Training Action Plan;
- (iv) liaise with the Ministry of Public Service, Administrative and Institutional Reforms and the Civil Service College, Mauritius for the mounting of appropriate training courses as approved by the Training Committee;
- (v) maintain a database on training programmes and officers trained and ensure the recommended hours of training to categories of officers are provided;
- (vi) ensure judicious utilization of the funds budgeted for training and capacity building;
- (vii) carry out research to identify new fields of training for employees of the organisation; and
- (viii) make specific proposals for Competency-Based training so as to equip public officers with the required skills, knowledge and competencies.

