



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Ministry of Civil Service and Administrative Reforms

Circular Letter No 67 of 2019

15 October 2019

E/363/9/06.V4T

From: Secretary for Public Service

To: Supervising Officers i/c Ministries/Departments

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

The Pay Research Bureau has, at paragraphs 33 and 34 of its 2016 Report (Vol 2 Part II – Parastatal and other Statutory Bodies and Private Secondary Schools) recommended that this Ministry in consultation with the Civil Service College should make arrangements for Confidential Secretaries of Parastatal Bodies to follow the Advanced Secretarial Course. On successful completion of the course, the Confidential Secretaries 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.

2. The Civil Service College Mauritius will organize the Advanced Secretarial Course in collaboration with the Open University of Mauritius. The Course will be run on a combined mode, namely face-to-face sessions and Open and Distance Learning (ODL), and will include interactive Workshops. It will span over eight months and will comprise the following modules:

- (i) Roles and Responsibilities of Confidential Secretaries
- (ii) Customer Care and Public Relation
- (iii) ICT for Confidential Secretaries
- (iv) Overview of Public Sector Management
- (v) Communication

3. 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 Ministry/Department 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 reach the General Services Section of this Ministry, Level 7, SICOM Building 2, Cnr Chevreau and Rev Lebrun Streets, Port Louis, not later than **Thursday 31 October 2019**.

4. All costs of participation will have to be borne by the Parastatal and Statutory Bodies concerned.

5. I should be grateful if the contents of this Circular could be brought to the attention of all Parastatal and Statutory Bodies falling under the aegis of your Ministry.

J. M. Simonet
Secretary for Public Service

Ministry of Civil Service and Administrative Reforms

Kindly fill in this form to express your willingness to follow the **Advanced Secretarial Course** 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):

Parent Ministry/Department :.....

Parastatal Body:

Designation:

Office Address:

.....

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

Fax No: E-mail:

Signature:

Date: