

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

21 August 2019

Ministry of Civil Service and Administrative Reforms

Circular Letter No 57 of 2019

E/363/9/06 V4 T

From: Secretary for Public Service

To: Supervising Officers i/c Ministries/Departments

Advanced Secretarial Course for officers in the grade of Confidential Secretary

As decided by this Ministry, the Civil Service College Mauritius organizes 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. On successful completion of the Advanced Secretarial Course, 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.

3. Confidential Secretaries posted to your Ministry and to Departments falling under the aegis of your Ministry, who have **not** followed the Advanced Secretarial Course, are requested to inform this Ministry of their willingness to follow the Course, as per the enclosed proforma. The duly filled in form should reach the General Services Section of this Ministry, Level 7, SICOM Building 2, Cnr Chevreau and Rev Jean Lebrun Streets, Port Louis, not later than Friday 06 September 2019.

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.



J. M. Simonet
Secretary for Public Service

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

Ministry/Department:

Designation:

Office Address:

.....

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***