



## MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Ref: E/70/1/1/198

Circular Letter No. 48 of 2014

Date: 13 August 2014

**From:** Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

**To:** Supervising Officers, Ministries/Departments

**Advanced Course in Effective Office Management and Supervision for officers in the grade of Office Management Assistant**

The Errors, Omissions and Anomalies Committee Report has at paragraph 39.40, recommended that officers in the grade of Office Management Assistant should follow an Advanced Course in Effective Office Management and Supervision. On successful completion of the Course, Office Management Assistants should be granted one increment subject to the top salary of the grade.

2. The Ministry of Civil Service and Administrative Reforms is mounting, in collaboration with the Open University of Mauritius, the Advanced Course in Effective Office Management and Supervision. The Course will be run on a blended mode namely, a mix of both face- to- face sessions and Open and Distance Learning (ODL). It will comprise eight modules and will be of a duration of about ten months spread over two semesters starting September 2014. *(The benefits of ODL and the proposed modules are highlighted at Annex I)*
3. Office Management Assistants posted to your Ministry and Departments falling under your Ministry are requested to inform this Ministry of their willingness to follow the Course as per the enclosed pro-forma. The duly filled in form should reach the General Services Section of this Ministry, Level 6, New Government Centre, Port Louis, not later than 22 August 2014.
4. Officers who are presently not able to follow the Course for reasons acceptable to this Ministry will be considered for the next intake only after they have informed this Ministry, in writing, of their intention to do so.
5. Officers who are nominated to follow the Course will be governed by the provisions made at paragraph 9.46 (iii) of the PRB Report 2013.

6. It would be appreciated if the contents of this Circular letter could be brought to the attention of the officers concerned.

7. I thank you for your cooperation and support in this endeavour.



**S. Seebaluck**  
Senior Chief Executive

**Ministry of Civil Service and Administrative Reforms**

Kindly fill in this form to express your wish to follow the ***Advanced Course in Effective Office Management and Supervision*** mounted by the Ministry of Civil Service and Administrative Reforms in collaboration with the Open University of Mauritius.

Surname: Mr/Mrs/Miss .....

Other Name(s): .....

Designation: .....

Ministry/Department: .....

Office Address: .....

.....

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

Fax No.: ..... E-mail: .....

*\*(a) I accept to follow the above-mentioned course.*

*(b) I do not accept to follow the above-mentioned course.*

Signature: .....

Date: .....

*\*Please, delete as appropriate.*

**Annex I: Advanced Course in Effective Office Management and Supervision**

**Course Methodology:**

- A mix of Face-to-Face sessions and Open and Distance Learning (**ODL**)

**Some Benefits of ODL:**

- Flexible (Learn at your own pace and place)
- Learner-friendly (use of audios, videos or tutorials)
- A better work and life balance (less physical and work disruptions)
- An online platform to access your course materials 24/7
- Learner support (through phone, e-mails, online forums)
- Self-assessment tools(Quiz yourself)
- After successful completion of course, obtain a Certificate of Completion.

**Proposed Modules:**

- GOVERNMENT MACHINERY AND PUBLIC POLICY
- PUBLIC SECTOR REFORMS
- GOOD GOVERNANCE IN THE CIVIL SERVICE
- COMMUNICATION
- HUMAN RESOURCE MANAGEMENT
- SUPERVISION AND TEAMBUILDING
- FINANCE, PROCUREMENT & ASSET MANAGEMENT IN THE CIVIL
- INFORMATION & COMMUNICATION TECHNOLOGIES

Duration: 9 months (Spread over 2 Semesters)

*Join the Team*

*Become a Lifelong learner!*

*For any further information, do not hesitate to contact  
the HRDD or the OUM*