



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Ref: E/70/1/1/198

Circular Letter No. 49 of 2014

Date: 13 August 2014

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

To: Supervising Officers, Ministries/Departments

Advanced Secretarial Course for officers in the grade of Confidential Secretary

The Errors, Omissions and Anomalies Committee Report has at paragraph 39.56, recommended that officers in the grade of Confidential Secretary be granted one increment on successful completion of the Advanced Secretarial Course, subject to the top salary of the scale. Where an officer has successfully completed the Advanced Secretarial Course after having reached the last point in his salary scale, the officer should be paid a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn.

2. The Ministry of Civil Service and Administrative Reforms is mounting, in collaboration with the Open University of Mauritius the Advanced Secretarial Course which 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 five modules and will be of about seven months' duration starting September 2014. *(The benefits of ODL and the proposed modules are highlighted at Annex I)*

3. Confidential Secretaries 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 Secretarial Course*** 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:

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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.***

Part 1: Advanced Secretarial Course

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:

- OVERVIEW OF PUBLIC SECTOR MANAGEMENT
- COMMUNICATION
- CUSTOMER CARE & PUBLIC RELATION
- ROLES AND RESPONSIBILITIES OF CS
- ICT FOR CS

Duration: 7 months

Join the Team

Become a Lifelong learner!

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