



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

Ref: E/ 363/9/06 V2

Circular Letter No. 36 of 2015

Date: 16 October 2015

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 for another batch of Confidential Secretaries 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 run over eight months starting in January 2016. An induction programme has tentatively been scheduled for the end of November 2015. *(The benefits of ODL and the proposed modules are spelt out in the Annex)*

3. Confidential Secretaries posted to your Ministry/Department, 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 pro-forma. The duly filled in form should reach the General Services Section of this Ministry, Level 7, SICOM Building 2, Cnr Chevreau and Rev Lebrun Street, Port Louis, not later than 28 October 2015.

4. Officers who are nominated to follow the Course will be governed by the provisions of paragraph 9.46 (iii) of the PRB Report 2013.

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

P. Jhugro

Senior Chief Executive

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

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 RELATIONS
- ROLES AND RESPONSIBILITIES OF CONFIDENTIAL SECRETARIES
- INFORMATION AND COMMUNICATION TECHNOLOGY

Duration: Over 8 months and consists of two semesters

Join the Team

Become a Lifelong Learner!

For any further information, do not hesitate to contact

The HRDD or the OUM

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.*