



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

Date: 22 January 2018

Ministry of Civil Service and Administrative Reforms

Circular Letter No 4 of 2018

E/439/317/04

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/ Departments

Capacity Building and Capability Development Programme

Please refer to this Ministry's Circular Letter No.35 of 2016 dated 29 August 2016.

2. As of now, over 6,200 officers have been successfully trained by the Civil Service College Mauritius (CSCM) based on the generic competency-related training programmes.
3. In the face of emerging needs, it has been decided that the generic programme should be phased out as most of the modules covered therein are not attuned to the development of a strong, modern, capable, effective and customer-centric public service. It is considered that the courses are too theoretical in nature and they do not really provide an opportunity to trainees to acquire the necessary analytical and problem-solving skills, knowledge and aptitude to enable them to improve their work performance.
4. I am pleased to inform my colleagues that a new list of training modules, as in Annex 1, has been devised that takes into account the need to ensure the capacity building and capability development of public employees, irrespective of grades, as well as the imperatives of the ongoing transformation of the public sector. It should be noted that for the first time ever, the training strategy contains a training programme designed for manual workers.
5. In my Circular Letter No. 90 of 2017 dated 29 December 2017, I apprised you of the Implementation Guidelines that have been developed to facilitate the process of transformation in a coordinated and systematic manner, accelerate productivity, performance and results while instilling a new work culture and ethos among public officers leading to behavioural and mindset changes. I am sure you would have noted that one of the pillars of the Implementation Guidelines relates to capacity building and capability development, which requires that public officers should continuously adapt and upgrade their skills and competencies to enable them to thrive in a constantly changing work environment.

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6. The new training modules have been built around the following five clusters:

Cluster	Level
Top Management/Senior Leaders	5
Middle Management/Professionals	4
Front Line Supervisory/Technical Grades	3
Support Staff	2
Manual Grades	1

7. The purpose of this Circular Letter is to inform Supervising Officers of the coming into force of the new training modules and to urge them to nominate appropriate officers under each cluster and forward the names to the CSCM, as per proforma at Annex II, with copy to this Ministry. The first batch of nominations should be submitted to the CSCM at latest by **Tuesday 30 January 2018**.

8. Supervising Officers are also requested to designate an appropriate Desk Officer in their respective Ministry/Department to act as the focal point for all matters pertaining to capacity building and capability development, and for better coordination with the CSCM. The name and designation of the Desk Officer should be communicated to this Ministry at the following e-mail address trainingmcsar@govmu.org by **30 January 2018**.

9. I would appreciate if you could bring the contents of this Circular Letter to the attention of all your staff members.



S. K. Pather
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service
Director General, CSCM