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MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

Circular Letter No 3. of 2004

E/73/10/01/01V5

MOST IMMEDIATE

16 January, 2004

Senior Chief Executive, Ministry of Civil Service Affairs & AR

Supervising Officers i/c Ministry/Department

Training at L'Ecole Nationale D'Administration, France (2004/ 2005)

L'Ecole Nationale D'Administration (L'ENA) in Paris, France, will run the following courses in Public Administration and Management in 2004/2005:

Course Title	Duration	Applicants' Profile
1. Le Cycle "International Long"	18 months (from September 2004 to February 2006)	Young Graduates of less than 30 years of age, embracing a new career in the public service.
2. Le Cycle "International Court"	9 months (from November 2004 to July 2005)	Experienced Public officers aged 30 and above.
3. Le Cycle "International d'Administration Publique"	6½ months (from January 2005 to Mid July 2005)	Public officers aged 25 and above who wish to upgrade their qualifications in the field of "Administration et Institutions"

2. The objectives of the courses are to provide high-level training in public management and also to provide opportunities to public administrators to enhance their knowledge and skills, to share experience with their counterparts from other countries and to expand their working capacity. The website address <http://www.ena.fr> may be consulted for further information.

3. Applications are invited from Officers of the Administrative Cadre who satisfy the following criteria laid down by L'ENA:

- be a Civil Servant
- be a degree holder

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- have a sound command of French language (both spoken and written)
 - have a good knowledge of the cultural and political background of the French and European Institutions
4. The selected candidate will be required to enter into a bond in accordance with provisions laid down in the personnel Management Manual.
5. I should be grateful if this circular could be brought to the notice of officers of the *Administrative Cadre* serving in your Ministry. Officers who are interested to follow the course are requested to fill in, in duplicate, the enclosed application form. One copy should be channeled through you so as to reach this Ministry by noon on Friday 23 January 2004. The second copy should be submitted directly to the following address:

*The Senior Chief Executive,
Ministry of Civil Service Affairs and Administrative Reforms,
Attn: Mr. A.K. Hoolass, Principal Assistant Secretary,
4th Floor, Atom House,
Royal Road, Port Louis
Tel: 208 7626 Fax: 208 7632
E-mail: ahoolass@mail.gov.mu*

6. This circular letter together with the nomination form are also available on the website of the Ministry at the following address: <http://civilservice.gov.mu>.


(K. Ponnusamy)
Senior Chief Executive

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

TRAINING OPPORTUNITIES IN FRANCE
L'ECOLE NATIONALE D'ADMINISTRATION (L'ENA)

2004/2005

APPLICATION FORM

Surname : Title:

Other Names:.....

Date of Birth:..... Age:.....

Marital Status:.....

Telephone (Office):..... (Residence) (Mobile).....

Fax No. (Office):..... E-mail address:.....

Designation:.....

Present Posting.....

Academic Qualifications:

.....
.....
.....

Other Qualifications:

.....
.....

Appointments (in chronological order):

.....
.....
.....

Training Courses/Seminars followed (both locally & overseas)

.....
.....
.....

Signature of Applicant:..... Date:

Submitted and recommended/ not recommended

Signature of Supervising Officer..... Date: