

71

Ministry of Civil Service and Administrative Reforms

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Circular Letter No 52 of 2008  
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MOST IMMEDIATE

13 December 2008

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministry/Department

Training at L'Ecole Nationale d'Administration, France (2007/2008)

L'Ecole Nationale d'Administration (L'ENA) in Paris, France, will run the following courses in Public Administration and Management in 2007/2008.

Course Title	Duration	Applicant's Profile
1 Le Cycle "International Long" (CIL)	18 months as from December 2007	Young Public officers of less than 35 years of age, embracing a new career in the public service
2 Le Cycle "International Court" (CIC)	9 months as from November 2007	Experienced Public officers, aged 30 years and above
3 Le Cycle "International d'Administration Publique" (CIAP)	6½ months as from May 2007	Public officers aged 25 and above and who wish to upgrade their qualification in the field of "Administration et Institutions"

2 The main objective of the courses is to enhance the managerial capacity of public administrators, widen their horizon through the sharing of experiences with participants from other countries and to expose them to new developments in public administration. Further information may be obtained on the website address <http://www.ena.fr>.

## Ministry of Civil Service and Administrative Reforms

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

- be a degree holder;
- have an excellent and fluent command of the French language (both spoken and written); and
- 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 After successful completion of the training programme the officers should actively contribute towards implementation of policies and achievement of organizational objectives. Moreover, the candidate should impart the knowledge and experience acquired at I'ENA to other Public Officers through training programmes run by this Ministry or other Governmental Institutions.

6 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 Monday 15 January 2007. The second copy should be submitted directly to the following address:

The Supervising Officer  
Ministry of Civil Service and Administrative Reforms,  
Attn: Mr T Appadu, Principal Assistant Secretary  
Human Resource Development Division  
4<sup>th</sup> Floor, Atom House  
Royal Road, Port Louis  
Tel: 208 7626 Fax: 208 7632  
E-mail: [tappadu@mail.gov.mu](mailto:tappadu@mail.gov.mu)

7 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>.

  
(R Mudhoo)  
Supervising Officer

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

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

2007/2008

**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:*

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*Other Qualifications:*

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.....

*Appointments (in chronological order):*

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*Training Courses/Seminars followed (both locally and overseas):*

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.....

Signature of Applicant: ..... Date: .....

Submitted and recommended/not recommended

Signature of Supervising Officer: ..... Date: .....