



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

3 April 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 10 of 2007

E/70/122/04

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

To: Supervising Officers i/c Ministries/Departments

Pool of Facilitators – ISO Projects

As you are aware the Mauritian Standard MS ISO 9001:2000 is a written standard which defines the basic elements of a Quality Management System that organizations should use to ensure that they operate in a professional manner and that their services are delivered according to pre-determined and high level quality standards.

2. In line with the vision of Government to develop a modern and efficient Public Service that meets the expectations of citizens in terms of timely, reliable and responsive services, this Ministry has been actively promoting the adoption of ISO principles by Ministries/Departments.

3. The services of Facilitators are provided by this Ministry to assist and guide government organizations willing to be ISO certified and the team of Facilitators has so far been constituted mainly from among officers of the Management Audit Bureau. It is now envisaged to enlarge the pool of Facilitators to cater for the growing demand for assistance from government organizations willing to embark on ISO projects.

4. In this context, this Ministry proposes to constitute a pool of officers who would be called upon, on an assignment basis, to act as Facilitators to guide and assist Ministries/Departments in the implementation of ISO projects. Facilitators should be officers who:-

- a) hold a Degree or Diploma in the field of Quality Management or Management; and
- b) have good interpersonal, communication and leadership skills.

5. Public Officers who wish to act as Facilitators are invited to submit their applications, as per attached pro-forma, to this Ministry by **25 April 2007 at latest**. For additional information or clarification, Mr. P. Seekunt of this Ministry may be contacted on telephone numbers 201-2689/201-1434.

6. It would be appreciated if you could arrange to bring the contents of this Circular Letter to the attention of all officers concerned in your Ministry/Department.


(P. Thugipo)
Supervising Officer

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

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APPLICATION TO ACT AS FACILITATOR FOR ISO PROJECTS

1. Particulars

Family Name:
Other Names:
Age: Date joined service:
Designation:
Posting:
Address:
Tel No: Mobile no: Fax No:
e-mail:

2. Qualifications

Tertiary Qualifications	Examining Body	Date obtained

Date:.....

Signature:

3. To be completed by an officer of the Personnel Division

I certify that the information above has been checked and found correct.

Name:.....

Designation:.....

Date:.....

Signature:

4. To be completed by the Supervising Officer

I recommend /do not recommend the officer to act as facilitator for the reasons stated below:

.....
.....

Name:.....

Designation:.....

Date:.....

Signature: