

Ministry of Civil Service and Administrative Reforms

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Circular Letter No 13 of 2007
E/124/35/01 V2

MOST IMMEDIATE

06 April 2007

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

To: Supervising Officers i/c Ministry/Department

Postgraduate Management Diploma Program, Cyprus Academic Year 2007/2008

The Commonwealth Secretariat, in collaboration with the Mediterranean Institute of Management (MIM), is organising a Postgraduate Management Diploma Programme to be run in Cyprus as from September 2007. The duration of the course will be eleven months.

2 Applications are invited from **Officers of the Administrative Cadre** who have:

- (i) a first degree or equivalent qualification from a recognized University;
- (ii) a very good knowledge of English (both spoken and written); and
- (iii) proven academic ability and managerial potential.

3 The selected candidate will be required to enter into a bond in accordance with provisions laid down in the Personnel Management Manual.

4 After successful completion of the training programme, the selected participant should actively contribute towards implementation of policies and achievement of organizational objectives. Moreover, the officer should impart the knowledge and experience acquired to other Public Officers and act as Resource Person for the training programmes run by this Ministry or other Governmental Institutions.

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Ministry of Civil Service and Administrative Reforms

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 and submit, in duplicate, the enclosed application form. One copy should be channeled through you so as to reach this Ministry **by noon on Friday 20 April 2007 at latest**. 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
4th Floor, Atom House
Royal Road, Port Louis
Tel: 208 7626 Fax: 208 7632
E-mail: tappadu@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>.

(P Jhugroo)
Supervising Officer

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

POST GRADUATE MANAGEMENT DIPLOMA PROGRAMME
CYPRUS ACADEMIC YEAR 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 & overseas)

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.....
.....

Signature of Applicant:..... Date:

Submitted and recommended/ not recommended

Signature of Supervising Officer..... Date: