



Ministry of Civil Service and Administrative Reforms

Ministry of Civil Service and Administrative Reforms
Circular Letter No 59 of 2007
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MOST IMMEDIATE

20 December, 2007

Supervising Officer, Ministry of Civil Service & AR

Supervising Officers i/c Ministry/Department

Training at l'Ecole Nationale d'Administration, France (2008-2010)

L'Ecole Nationale d'Administration (L'ENA) in Paris, France, will run the following courses in Public Administration and Management in 2008-2010:

Course Title	Duration	Applicants' Profile
1 <i>Le Cycle "International Long"</i>	December 2008 to May 2010	Young Graduates of less than 35 years of age, embracing a new career in the public service.
2 <i>Le Cycle "International Court"</i>	November 2008 to July 2009	Experienced Public officers, aged 30 years and above.
3 <i>Le Cycle "International d'Administration Publique"</i>	November 2008 to May 2009	Public officers aged 25 and above and who wish to upgrade their qualifications in the field of "Administration et Institutions"

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

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3. Applications are invited from **Officers of the Administrative Cadre** who satisfy the following criteria laid down by L'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 organisational objectives. Moreover, the candidate should impart the knowledge and experience acquired to other Public Officers through training programmes run by this Ministry or other Government Institutions.

6. I should be grateful if this circular letter 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 21 Januray, 2008**. The second copy should be submitted **directly** to the following address:

The Senior Chief Executive,
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

7. This circular letter together with the nomination form may be accessed on the website of the Ministry at the following address: <http://civilservice.gov.mu>.



(S K Pather)
Supervising Officer

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

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

2008/2010

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: