

15 February 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 11 of 2011
E/70/173/01 V3

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Pool of Trainers/Resource Persons

The Ministry of Civil Service and Administrative Reforms is currently updating and broadening its Pool of Trainers/Resource Persons for its training programmes in modern techniques of management and public administration.

2. In this context, applications are invited from public officers willing to serve as Trainers/Resource Persons in the general management field, but more specifically on subject matters covered by the training programmes run by this Ministry. A list of these training programmes is available on this Ministry's website at **www.civilservice.gov.mu**

3. Applicants should, besides holding the relevant qualifications, possess the following qualities and aptitudes:

- (i) good interpersonal and communication skills;
- (ii) an outgoing personality;
- (iii) ability to work in a team;
- (iv) experience in teaching/training; and
- (v) hands on experience in using ICT training equipment and tools.

4. Applications made on the attached form together with full Curriculum Vitae in hard and soft copies should reach the Senior Chief Executive (Attn: Mr N. Lobind), Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4th Floor, Atom House, Royal Street, Port Louis not later than **Friday 11 March 2011 at 15:00 hrs.**

S. Seebaluck
Senior Chief Executive

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