

Circular No.40

Ministry of Finance and the Public Service
(Public Service Establishment Division)
30 National Heroes Circle
Kingston 4.

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November 12, 2008

To: Permanent Secretaries
Heads of Department
Other Public Bodies

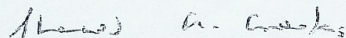
Permanent Secretaries, Heads of Department and other Public Bodies are hereby advised that the Memorandum of Understanding (MOU III) signed on April 1, 2008 between the Government of Jamaica and the Jamaica Confederation of Trade Unions provides for several programmes and benefits, including training and development, to build human resource capacity within the Public Sector. Against this background, the Ministry of Finance and the Public Service in collaboration with the Management Institute for National Development (MIND) has developed the training course, ***Human Resource Management in the Public Sector***.

This ten-day training course is specifically designed for managers and supervisors in Human Resources Management with emphasis on challenges and issues relating to the public sector. The course therefore aims to provide participants with the requisite knowledge, skills and attitudes to strengthen their ability to effectively improve Human Resource Management across the Public Sector.

In keeping with the training and development objectives of MOU III, approximately 3,000 managers and supervisors from the Public Sector are to be identified for this training course. The first delivery is slated for January 13, 2009 and will continue over the life of the MOU. It is therefore, anticipated that all persons from the target group will receive training by March 2010. The launch of the programme is also scheduled for January 13, 2009.

This is an important and timely training intervention for our Human Resource practitioners as we seek to create and sustain a modernized and efficient Public Sector. We are therefore requesting that the attached form be completed and returned to this Ministry by November 28, 2008. Please make every effort to facilitate the release, attendance and participation of the staff identified for this training course.

Further details of the training course can be obtained from the enclosed flyer and from MIND's Customer Service at telephone No. 927-1761: e-mail customerservice@mind.edu.jm or from www.mind.edu.jm/.com. Information on the course can also be sourced from the Public Service Establishment Division of the Ministry of Finance and the Public Service.



Sharon Crooks (Mrs.)
Financial Secretary

MARKET GROUPS: Divisional Heads / Sectional Heads / Unit Heads / Human Resource Professionals / Administrators

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Please make additional copies of this form if needed.

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