

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 19/1976

REFERENCE NO. PS: 36/1/1

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

**SUBJECT: Training in Management Services
Techniques – Canadian International Development
Agency Project Commencing in September, 1976.**

DATE: 24th April, 1976.

The Canadian International Development Agency in collaboration with the Guyana Government will, during 1976 be running a Management Services training course with direct relevance to management of public undertakings. This course, commencing in September, 1976, is held in Guyana and, will be spread over a seven month period. It is designed to give adequate instruction in the following areas of study:-

Work Study	Network Planning
Organization Analysis	Computer Appreciation
Office Management and Layout	Management Statistics
Forms Design and Control	Records Management

The course will also include project exercises in Government Agencies within Guyana and is designed to give participants a greater understanding of the use and application of Management Techniques to problems existing in real work situations.

2. On successful completion of the course officers will be posted on duty either in the Central Management Services Division of the Public Service Ministry or in Management Services Units which will be established in selected Ministries. They will also be eligible for appointment to the Management Services Officer I Grade in the A20/A24 Salary Range.
3. Selection for attendance at this course is open to those officers possessing Degrees, Diplomas and Certificates in the following areas of study:-

Economics or Business Administration; Economics and Business Administration; Accounting; Mathematics; Public Administration; Management.
4. Selection is also open to those officers possessing a sound educational background, having not less than five (5) years experience in work of an administrative and/or accounting nature and who are in receipt of salary in the Salary Range A16 and above.
5. Public Servants who are interested in these courses are requested to submit their applications to their Permanent Secretaries/Heads of Departments who should in turn make nominations on the appropriate T.D. forms to the Permanent Secretary, Public Service Ministry (Training) to reach him not later than 31st May, 1976.
6. Permanent Secretaries and Heads of Departments are requested to bring the contents of this Circular to the attention of all officers serving in their Ministries/Departments.

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C. E. Douglas,
Permanent Secretary.