

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

**CIRCULAR
MEMORANDUM.**

REFERENCE NO. TD: 7/6/47

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments, General Managers of
Public Corporation and Chief Planning
Officer,
State Planning Secretariat.

SUBJECT:

Project Planning Course.

DATE: 1988/08/30

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1. Mr. Richard Kitchen, Course Director, Bradford University at our request visited Guyana from March 12- 27, 1988 to design a training programme in project preparation and management for various organizations in Guyana.
 2. The first four (4) weeks full- time course, which is scheduled to commence on October 10, 1988, will cater for 20- 25 participants. In view of this, you are invited to nominate suitable qualified officers from your agency for selection on the course.
 3. The candidates should have a recognized University Degree in Economics, Business Administration or Business Management, should be working in the planning unit of your organization and should have some experience in project planning.
 4. The nominations stating name in full, date of birth, educational qualifications and work experience should be forwarded to the Permanent Secretary, Public Service Ministry, to reach not later than 9th September 1988.

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J.E Sinclair
Permanent Secretary,
Public Service Ministry