

**“YEAR OF STAYING RESOLUTELY ON COURSE”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. TD**

**REFERENCE NO. PS:**

**7/6<sup>(X)</sup>TJ<sup>(ii)</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

**PROFESSIONAL TRAINING OVERSEAS –  
SENIOR RECORDS PERSONNEL**

DATE: 1988-09-05

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Please see the attached advertisement, which may be suitable for your notice board.

2. A few places have been made available to us by Royal Institute of Public Administration (RIPA) for the next course in Records Management in February 1989 in the United Kingdom.
3. We would certainly like to take advantage of the specialized training to train
  - a) Two persons willing to join the Records Management team of the Public Service Ministry.
  - b) One or two member of staff of our National Archives.
4. All applications must come through the Permanent Secretary or Head of respective agencies.

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J.Mc  
For Permanent Secretary  
Public Service Ministry

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ARE YOU INTERESTED IN PROFESSIONAL TRAINING OVERSEAS  
(THREE MONTHS IN (ENGLAND))  
A PREREQUISITE TO JOINING A  
PROFESSIONAL PROGRESSIVE AND VIBRANT  
TEAM OF  
RECORDS MANAGEMENT OFFICERS  
AT THE  
PUBLIC SERVICE MINISTRY

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The PUBLIC SERVICE MINISTRY RECORDS MANAGEMENT TEAM is a small body of well experienced and trained personnel whose primary task is to share knowledge , impart experience in all modern and improved methods of RECORDS MANAGEMENT ,and to provide advice on RECORDS MANAGEMENT SYSTEMS AND PROCEDURES IN THE Public Service so as to improve efficiency and effectiveness in RECORDS MANAGEMENT.

#### HOW TO BECOME ELIGIBLE FOR SELECTION

- i. Fill up the attached questionnaire.
- ii. Send completed questionnaire to the Permanent Secretary, Public Service Ministry Waterloo Street , GEORGETOWN to meet not later than 7<sup>th</sup> October 1988,as overseas training commences early 1989.
- iii. Selected applicants will be invited to an interview within two (2) weeks of the closing date.
- iv The applicants who are finally selected will become members of the team .

#### BENEFITS

- i Attractive salary
- ii Traveling allowance
- iii Progressive organization

ALL APPLICATIONS MUST BE SUBMITTED THROUGH  
PERMANENT SECRETARIES/HEADS OF DEPARTMENTS

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PRESENT EMPLOYMENT

YEAR (FROM-TO)	NAME OF EMPLOYER	POSITION/SALARY	WORK EXPERIENCE

PREVIOUS EMPLOYMENT

YEAR (FROM-TO)	NAME OF EMPLOYER	POSITION HELD	WORK EXPERIENCE

Please indicate by inserting tick 3 in appropriate box

1. HOW LONG HAVE YOU BEEN IN THE PUBLIC SERVICE?

Less than                       Five years-ten years                       Over ten years

2. HAVE YOU HAD ANY TRAINING BEFORE?

No                       One Course                       More than one course

3. CAN YOU BE AWAY FROM HOME?

Overseas       Up to two weeks       two weeks-four weeks

four weeks to fifty-two weeks

Local               weekends only                       one-week at a time

any reasonable time required

4. DO YOU HAVE TRAVELLING FACILITIES?

No       Cycle       Motor Cycle       Motor car

5. DO YOU LIKE MEETING PEOPLE?

Not interested       Moderately interested       very much interested

6. DO YOU LIKE TEACHING AND EXPLAINING TO OTHERS

No       Do not mind       Find it rewarding

7. CAN YOU WRITE REPORTS?

No       Willing to learn       Often do write reports