



Koulouba, le 20 AVR 2016

**Le Ministre des Affaires Étrangères, de la Coopération
Internationale et de l'Intégration Africaine**

**A MADAME LE MINISTRE DE LA SANTÉ
ET DE L'HYGIÈNE PUBLIQUE
-BAMAKO-**

N°: **0004520** /MAECIIA/DAO/DA/ MCF

Objet: Offre de stage de courte durée sur le thème « Occupational Safety and Health (OSH) Competency Management » (Malaisie, 25 juillet - 05 août 2016).

Madame le Ministre,

Je vous fais parvenir ci-joint, le message fax N°00278/AMD/DC (BD)/2016 en date du 14 avril 2016 de l'Ambassade du Mali à Dakar transmettant la Note verbale N°MM 033/16 en date du 13 avril 2016 par laquelle l'Ambassade de Malaisie à Dakar informe que, dans le cadre du Programme Malaisien de Coopération Technique (MTCP), pour l'année 2016, le Gouvernement Malaisien à travers « Department of Occupational Safety and Health (DOSH)» organise un stage sur le thème ci-dessus visé en objet.

Le Gouvernement du Mali est invité à désigner des candidats pour participer audit stage de formation.

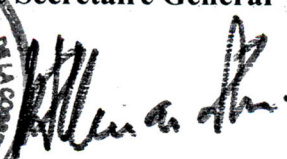
Les candidats désignés doivent être aptes sur le plan médical et avoir une bonne maîtrise de la langue Anglaise.

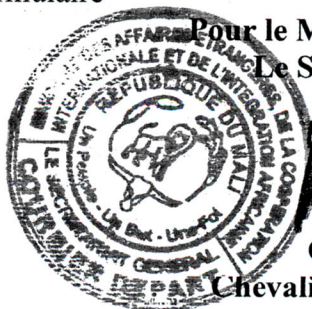
Les formulaires dûment remplis en Anglais et contresignés par l'Autorité administrative de tutelle du candidat, doivent parvenir à l'Ambassade de Malaisie à Dakar au plus tard le 27 mai 2016.

Les candidats retenus seront pris en charge par le Gouvernement de Malaisie.

P J: Brochure d'information sur le stage et formulaire

Ampliation:
Amba/Mali/Dakar

Pour le Ministre et par Ordre
Le Secrétaire Général

Oumar DAOU
Chevalier de l'Ordre national



Ministère de la Santé et de l'Hygiène Publique
Ministère Armée le 20 APR 2016
N° 3615



N° 00278

N° /AMD/DC(BD)/2016
Nbre de page (s)

MESSAGE-FAX

Du 14 AVR. 2016

LE CHARGE D'AFFAIRES a.i

A

SEM LE MINISTRE DES AFFAIRES ETRANGERES,
DE LA COOPERATION INTERNATIONALE
ET DE L'INTEGRATION AFRICAINE
BAMAKO

Objet : Offre de stage de courte durée en Malaisie.

Excellence Monsieur le Ministre,

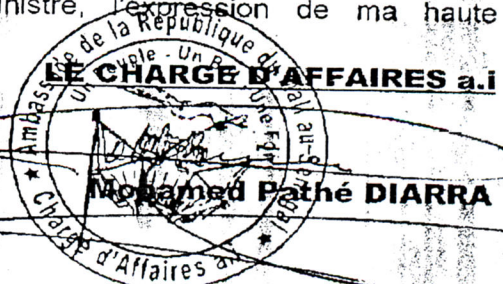
J'ai l'honneur de vous faire parvenir ci-joint, la Note verbale n°MM 033/16 en date du 13 Avril 2016, par laquelle l'Ambassade de Malaisie à Dakar transmet la brochure avec les formulaires standard sur le programme de stage de courte durée organisé par " **Department of Occupational Safety and Health (DOSH) de Malaisie** ", pour l'année 2016, dans le cadre du Programme Malaisien de Coopération Technique (MTCP). Les intéressés sont invités à postuler pour ce stage intitulé " **Occupational Safety and Health (OSH) Competency Management** " qui se déroulera du 25 Juillet au 05 Août 2016 en Malaisie.

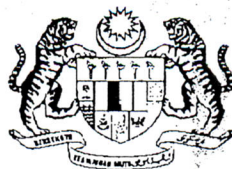
Les demandes doivent être faites sur les nouveaux formulaires MTCP ci-joints. Les participants doivent avoir une bonne maîtrise de la langue anglaise, être âgés de 26 à 45 ans et être aptes sur le plan médical. Les formulaires doivent être dûment remplis en anglais et contresignés par l'Autorité administrative de tutelle du candidat, avant transmission du dossier complet à l'Ambassade de Malaisie à Dakar, avant le 27 Mai 2016. Les dossiers incomplets ou soumis tardivement seront classés sans suite.

Les candidats sélectionnés seront pris en charge par le Gouvernement de Malaisie qui leur fournira le billet d'avion aller-retour Bamako/Kuala Lumpur/Bamako, en classe économique, l'hébergement et la restauration durant le stage et une allocation raisonnable pour leurs dépenses quotidiennes. Les frais relatifs aux stages seront également à la charge du Gouvernement de Malaisie.

La sélection finale sera effectuée par l'organisateur du stage et seuls les candidats retenus seront notifiés. Les informations complémentaires sont disponibles dans la brochure ci-jointe.

Veillez agréer, Excellence Monsieur le Ministre, l'expression de ma haute considération.





MM 033/16

L'Ambassade de Malaisie à Dakar présente ses compliments à l'Ambassade de la République du Mali à Dakar et a l'honneur de lui faire parvenir ci-joint, la brochure avec les formulaires standard sur le programme de stage de courte durée, organisé par **Department of Occupational Safety and Health (DOSH) de Malaisie** pour l'année 2016, dans le cadre du Programme Malaisien de Coopération Technique (MTCP). Les ressortissants maliens intéressés sont invités à postuler pour ce stage intitulé **Occupational Safety and Health (OSH) Competency Management**, qui se déroulera en Malaisie **du 25 Juillet au 05 Aout 2016**.

Les demandes doivent être faites sur les formulaires standard ci-joints. Les participants doivent avoir une bonne commande de la langue anglaise et être âgés de 26 à 45 ans. Ils doivent être aptes sur le plan médical et un rapport médical, établi sur le formulaire standard également ci-joint, doit être soumis par chaque candidat avec sa demande de stage. Tous ces formulaires doivent être dûment remplis en anglais et ils seront par la suite contresignés par l'autorité administrative de tutelle du candidat, avant transmission du dossier complet à l'Ambassade de Malaisie à Dakar, **avant le 27 Mai 2016**. Les dossiers incomplets ou soumis tardivement seront classés sans suite.

Les candidats maliens sélectionnés seront pris en charge par le Gouvernement de Malaisie qui leur fournira le billet d'avion aller-retour Bamako/Kuala Lumpur/Bamako en classe économique, l'hébergement et la restauration durant le stage, et une allocation raisonnable pour leurs dépenses quotidiennes. Les frais relatifs aux stages seront également à la charge du Gouvernement de Malaisie.

La sélection finale sera effectuée par l'organisateur du stage et seuls les candidats retenus seront notifiés. Les informations complémentaires sont disponibles dans la brochure ci-jointe.

L'Ambassade de Malaisie à Dakar saisit cette occasion pour renouveler à l'Ambassade de la République du Mali à Dakar les assurances de sa très haute considération.

Dakar, le 13 Avril 2016

AMBASSADE DE LA REPUBLIQUE DU MALI
DAKAR



14-04-2016/2016



MALAYSIAN TECHNICAL COOPERATION PROGRAMME 2016

OCCUPATIONAL SAFETY AND HEALTH (OSH) COMPETENCY MANAGEMENT

25th July – 5th August 2016

Organized by:

*Department of Occupational Safety and Health
(DOSH), Malaysia*

and

*National Institute of Occupational Safety and Health
(NIOSH), Malaysia*

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Regional Meeting (CHOGRM) in Sydney in February 1978. It was officially launched on 7 September 1980, at the 2nd CHOGRM in New Delhi, India to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation, among Developing Countries (TDC). It was intended as a vehicle for sharing Malaysia's development experiences and expertise with other developing countries. MTCP emphasizes human resources development mainly through training, short-term courses in public and private Malaysian training institutions and long term courses in Malaysian public universities. Other forms of assistance include study visits, practical attachments and provision of services of experts. Since its inception, more than 30,000 participants have been directly trained under MTCP. Currently MTCP is extended to more than 142 recipients developing countries in 19 key areas as follows:

- ❖ Agriculture;
- ❖ Economic, Finance and Trade;
- ❖ Education;
- ❖ Environment;
- ❖ Industrial Technical Training;
- ❖ Diplomacy;
- ❖ Management and Public Administration;
- ❖ Professional and Services;
- ❖ Social Development; and
- ❖ Science, Technology and ICT Management.

OBJECTIVES OF MTCP

- ❖ Share development experience with other countries
- ❖ Strengthen bilateral relations between Malaysia and other developing countries
- ❖ Promote South-south Cooperation (SSC)
- ❖ Promote Technical Cooperation among Developing Countries (TCTD)

DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH (DOSH), MALAYSIA

The Department of Occupational Safety and Health (DOSH), Malaysia is a department under the Ministry of Human Resources, Malaysia. DOSH Malaysia is responsible for ensuring the safety, health and welfare of people at work as well as protecting other people from the safety and health hazards arising from the activities of various sectors which include manufacturing, mining and quarrying, constructions, hotel and restaurants, agriculture, forestry and fishing, transport, storage and communication, public services and statutory authorities, utilities gas, electricity, water and sanitary services), finance, insurance, real estate and business services.

DOSH is a national occupational safety and health (OSH) authority and is responsible for the administration and enforcement of legislations related to OSH, with a vision of becoming the organisation which leads the nation in creating a safe and healthy work culture that contributes towards enhancing the quality of working life.

For further enquiries, please contact:

Department of Occupational Safety and Health (DOSH)
Level 2, 3 & 4, Block D3, Complex D
Federal Government Administrative Centre
62530 Putrajaya, Malaysia
Tel: +603 – 8886 5686 / 5266
Fax: +603 – 8889 2352
Email: int.coop@mohr.gov.my / doshmalaysia@gmail.com
Website: www.dosh.gov.my

Mr Mohamad Fazli Masri
Policy, International and Research Development Division
mdfazli@mohr.gov.my

Mr Abdul Muhaimin Abdullah
Policy, International and Research Development Division
abdumuhaimin@mohr.gov.my

COURSE CONTENTS

This course aims to increase knowledge, understanding and skill among the officers in the enforcement of occupational safety and health (OSH) in Organisation of Islamic Cooperation countries with respect to competent persons:

- ❖ OSH legislation (Acts, Regulations, Code of Practices, Orders) on OSH competency
- ❖ Competency management (training, examination, interview, approval, renewal, and administration).
- ❖ Sharing OSH best practices

COURSE OBJECTIVES

- ❖ To share Malaysian practices in managing OSH persons.
- ❖ To provide the participants knowledge of legal requirements pertaining to competency management.
- ❖ To develop OSH competency management in participants' respective countries.
- ❖ Sharing OSH best practices (training, examination, interview, approval, renewal, and administration).

COURSE DESCRIPTION

- ❖ Duration: The duration of the course is two (2) weeks including weekend(s) and held from 25th July – 5th August 2016.
- ❖ Venue: The course will be conducted at the National Institute of Occupational Safety and Health (NIOOSH), Bangi, Selangor, Malaysia. All participants will be provided accommodation at selected hostel in NIOOSH Bangi.
- ❖ Language: This course will be fully conducted in English.
- ❖ Per diem: Per diem or daily allowance will be provided throughout the duration of the course.
- ❖ Fee: All course fees will be borne by the Malaysian Government under the MITCP.

TARGET PARTICIPANTS

Occupational safety and health (OSH) officers from Organisation of Islamic Cooperation countries including:

- ❖ Persons involved in the development, planning and implementation of OSH competency management in their respective country.
- ❖ Having good knowledge in OSH management.

REQUIREMENTS FOR ADMISSION

- ❖ Applicants of the course are obliged to fulfil the following requirements:
- ❖ Should be a government official from government ministries or other public agencies in charge of OSH from MITCP recipient countries;
- ❖ Should be nominated and obtained approval by their respective country government.
- ❖ Must agree to follow the procedure to obtain Visa-With-Reference before entering Malaysia;
- ❖ Between 26-45 years of age;
- ❖ Should have practical experience of more than five (5) years in OSH;
- ❖ Should possess a good command of written and spoken English;
- ❖ Good health, physically and mentally, in order to complete the course;
- ❖ Have not participated in any training programme under MITCP;
- ❖ Not to be serving in the military.

APPLICATION PROCEDURE

- ❖ All applications must be made via the standard application form obtainable from the Malaysian Mission in the respective countries or from the MITCP websites:
 - o <https://mitcp.kln.gov.my/>
 - o https://mitcpcoms.kln.gov.my/mitcpcoms/online/fi-st_course
- ❖ All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries.
- ❖ Applicants must submit his/her medical certificate, a colour passport copy which is valid for one (1) year from the date of the course in Malaysia and a passport-sized colour photo together with the application form.

- ❖ The completed and endorsed application form shall be forwarded to the Government of Malaysia through the diplomatic channels via Note Verbale addressed to the Malaysia Mission.
- ❖ Please take note that incomplete and/or unendorsed forms will not be processed.

- ❖ Department of Occupational Safety and Health (DOSH), Malaysia will notify successful applicants via email.
- ❖ Application form which has been endorsed and approved should be submitted no later than 27th May 2016.

TERMS AND CONDITIONS

- ❖ Air Travel: Participants from countries with GDP per capita below USD5,000 will be provided with economy class air travel from the capital city of the participants to and from Malaysia. Participants from countries with GDP per capita above USD5,000 need to bear their own air fares.
- ❖ Visa With Reference: It is mandatory under MITCP for all the MITCP participants to follow the Visa With Reference (VWR) application procedure. Upon receiving the passport colour copy, passport sized colour photo and acceptance letter from the selected participants, the organiser will apply for VWR at the Department of Immigration in Malaysia and obtain specific VWR Approval letter for the participants. A copy of this VWR Approval letter will be sent directly to the participant and related Malaysian Mission. The participants who received the specific VWR Approval letter are required to obtain a VWR stamp at the specified Malaysian Mission before entering Malaysia.
- ❖ Yellow Fever Vaccination: Participants from yellow fever endemic countries including diplomatic and official passport holders are required to take a mandatory vaccination for yellow fever at least ten (10) days prior to their departure to Malaysia.
- ❖ Country Report: Participants are required to prepare a presentation on the challenges/problems they are facing in their respective countries with respect to OSH.

CLOSING DATE FOR APPLICATION: 27th MAY 2016



Please affix
passport size
photograph

APPLICATION FORM

SHORT TERM COURSE IN MALAYSIA UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type or write clearly in capital letters. Do not leave
any space blank Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no : _____
Received : _____
Checked : _____

TITLE OF COURSE:		Date of commencement:
NAME OF IMPLEMENTING AGENCY :		

1. PERSONAL DATA

Family Name (surname) :		Date of birth : Day Month Year
First Name :		Nationality (citizenship) :
Other Names :		Gender : Male / Female #
City and country of birth :		Marital status : Single / Married #
Passport No :	Type of Passport:	Religion :
Expiry Date:		

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address :		Applicant's Postal / Home Address :
Mobile Phone Number		Home telephone
Office telephone	Country Area Number	Country Area Number
Country Area Number	Country Area Number	Email
Person to be contacted in case of emergency :		
Name :		
Telephone :	Mobile Phone Number: _____	
Address :		
Email :		

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs
or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or
not endorsed will not be accepted

3. EDUCATION (list in order of time, starting with latest/most recent institution attended)

Name of institution and place of study	Major field of study	Years of study : from - to	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post		B. Previous post	
Employer :		Employer :	
Years of service (from – to) :		Years of service (from – to) :	
Title of your post/position :		Title of your post/position :	
Present salary per month (US Dollars) :		Salary per month (US Dollars) :	
Name of supervisor and title :		Name of supervisor and title :	
Type of organization :		Type of organization	
Government / Semi Government / Private / NGO #		Government / Semi Government / Private / NGO #	
Main functions of organization :		Main functions of organization :	
Total number of employees :		Total number of employees :	

Delete accordingly

Description of your work including your responsibility :	
Please continue on supplementary pages if necessary	

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

Name of Course

Name of Training Institute

Year

Delete accordingly

6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

Email : _____

Date and signature : _____

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

7. MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Gender:	Height: cm	Weight: kg
Blood Pressure:			
Blood Group: ☐ A ☐ B ☐ AB ☐ O ☐ Other ()			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test (for women):	
I certify that the applicant is medically fit to undertake a course in Malaysia. Name of Physician : _____ Address of Clinic : _____ (printed) Telephone : _____ (printed) Email : _____ Date : _____ Signature of Physician : _____ Seal of Clinic : _____			

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

8. APPLICANT'S DECLARATION

I, _____ of _____
 Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does not cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

 Date

 Signature of applicant

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

9. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia.

Dated this _____ day _____ of 20____

Signature of applicant)
Name of applicant)
Date)

In the presence of
Signature of Witness)
Name of Witness)
Designation of Witness)
I/C or Passport No.)

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his/her period of stay in Malaysia, he/she would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; and
- The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (D-/Mr/Mrs/Ms*) _____ holding Passport No.: _____
for the training course.

Name and Designation

Signature and Official Stamp

Name and Organisation

Country code Area code Office tel no.

Email address

Country code Area code Office tel no.

Endorsement by the nominating country's Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

Name

Email Address

(Ministry's Official Stamp)

Designation

Name of Organisation

Signature

Country code Area code Office tel no.

Country code Area code Office tel no.

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted