Applications are invited from qualified candidates who wish to be considered for appointment as Examiner of Accounts/Senior Examiner of Accounts in the National Audit Office.

II. **AGE LIMIT**

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**

A. Candidates should possess –

   (a) a pass in any one of the following –

   (i) the Knowledge Module of the Professional Stage of the Institute of Certified Accountants of England and Wales (ICAEW);

   (ii) the Test of Competence Examination of the Institute of Chartered Accountants of Scotland (ICAS);

   (iii) the CA Proficiency 1 of the Chartered Accountants of Ireland (CAI);

   (iv) the complete Knowledge Module and two subjects in the Skills Module of the Fundamentals Level of the Association of Chartered Certificate Accountants (ACCA);

   (v) the Certificate Level of the Chartered Institute of Management Accountants (CIMA);

   (vi) the Certificate Level of the Chartered Institute of Public Finance and Accountancy (CIPFA)

   or

   (b) a diploma in Accounting or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) have good knowledge of auditing and accounting standards;

   (ii) possess good analytical skills and have a sound judgement;
(iii) be trustworthy and have a high sense of integrity; and
(iv) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to:

   (i) convene only the best qualified candidates for interview; and
   (ii) not to make any appointment following this advertisement.

IV. DUTIES

1. To assist a senior officer in the audit of the accounts of Ministries/Departments, Parastatal and other Statutory Bodies or Local Authorities or Rodrigues Regional Assembly undertaken by the National Audit Office which includes –

   (a) the assessment of the accounting and internal control systems;
   (b) the preparation and review of draft queries and management letters; and
   (c) the follow-up of replies from auditees to ensure that matters raised have been satisfactorily addressed.

2. To assist a senior officer in Performance Audit.

3. To use ICT in the performance of his duties.

4. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Examiner of Accounts/Senior Examiner of Accounts in the roles ascribed to him.
Note

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow an in-service training course in different aspects of audit work for a period of at least one year.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 17,375 a month.

On successful completion of the training, which includes the passing of a written examination conducted by the Public Service Commission, they will be considered for appointment as Examiner of Accounts/Senior Examiner of Accounts in a substantive capacity.

The permanent and pensionable post carries salary in scale Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising/Responsible Officer.

5. Acknowledgement of applications will be made by e-mail. Candidates are advised to submit their e-mail address.

6. For queries regarding Username & Password, the Government Online Centre (GOC) may be contacted on the e-mail: support@ncb.mu or on phone number 454 9955.

7. For technical support and other queries, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained *either* from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis *or* from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side *or* from the Chief Commissioner’s Office, Port Mathurin, Rodrigues *or* from the offices of the Mauritius High Commissions/Embassies overseas.

**VI. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. (local time) on Wednesday 31 July 2019.** Applications received after the specified closing date and time will not be considered.

Public Service Commission, 7, Louis Pasteur Street, 

**FOREST SIDE.**

Date: 11 July 2019