Applications are invited from qualified candidates who wish to be considered for appointment as Co-operative Auditor in the Ministry of Business, Enterprise and Cooperatives (Co-operatives Division).

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

Candidates should possess:

A. A pass at the final examination required for admission to membership of one of the following bodies –

   (i) The Institute of Chartered Accountants of England and Wales
   (ii) The Institute of Chartered Accountants of Scotland
   (iii) The Institute of Chartered Accountants of Ireland
   (iv) The Association of Chartered Certified Accountants
   (v) The Institute of Chartered Accountants of India
   (vi) The Chartered Institute of Management Accountants
   (vii) The Chartered Institute of Public Finance and Accountancy
   (viii) The South African Institute of Chartered Accountants

OR

an equivalent qualification acceptable to the Public Service Commission.
B. Candidates should –

(i) possess good interpersonal and communication skills;
(ii) possess analytical skills and have a sound judgment;
(iii) have the ability to manage time effectively; 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 of Certificate, as appropriate, by the closing date.**

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:

   (i) to convene only the best qualified candidates for interview; and

   (ii) not to make any appointment following this advertisement.

IV. **DUTIES AND SALARY**

1. To be responsible to the Principal Co-operative Auditor through the Senior Co-operative Auditor for-

   (i) performing interim audit of the Co-operative Societies under his responsibilities;

   (ii) supervising and controlling accounts for statutory annual audit of the Co-operative Societies; and

   (iii) ensuring that internal control systems are established and maintained.

2. To exercise general supervision over and to take charge of one or more audit inspections of Co-operative Federations/Societies.
3. To review and report on the internal control system in Co-operative Societies.

4. To collect and analyse data and submit regular reports on matters arising out of inspections or audit assignments.

5. To conduct pre-implementation audits to determine if systems and programme under development will work as planned.

6. To undertake the examination of annual statements or the review of examined statements, the preparation of annual or other audit reports or the review of draft reports, as well as ensuring an effective application of quality control procedures.

7. To carry out –
   (i) performance audit, programme evaluation and computer audit and any inquiry or special investigation as may be assigned;
   (ii) site visits as may be required; and
   (iii) sensitisation and awareness campaigns to promote Co-operative Development in the community.

8. To provide training and guidance to staff working under his responsibility and supervise their work and to prepare draft audit guidelines and instructions.

9. To report any malpractices, infringes and unfavourable reports.

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

11. 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 Co-operative Auditor in the roles ascribed to him.

   The permanent and pensionable post carries salary in scale Rs 28,625 x 775 - 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following addresses:
   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.
3. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 09.00 a.m. to 03.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/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 address: 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 Monday 21 October 2019. Applications received after the closing date and time will not be considered.

Date: 01 October 2019