Vacancies for Post of Assistant Financial Officer
Rodrigues Regional Assembly (Central Administration)

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Assistant Financial Officer in the Rodrigues Regional Assembly (Central Administration).

II. QUALIFICATIONS AND EXAMINATION ARRANGEMENTS

By selection from among officers in the grade of Management Support Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Management Support Officer and the former grades of General Services Officer (Rodrigues Regional Assembly) and/or Clerical Officer/Higher Clerical Officer and who -

(i) have a good knowledge of policies, rules and regulations relating to the management of Financial Operations in the Public Service;

(ii) possess effective interpersonal and communication skills; and

(iii) possess effective analytical and problem solving skills.

NOTE 1

Candidates will be required to sit for a written competitive examination conducted by the Public Service Commission designed to assess –

(a) their knowledge of General Financial Procedures including basic principles in Finance, Procurement and Supply, Internal Control and Internal Audit Principles and any other relevant financial laws/regulations and their ability to apply them; and

(b) their potential and aptitude for financial work.

NOTE 2

Assistant Financial Officers will be required to follow appropriate courses/undergo training, as approved and arranged by the Rodrigues Regional Assembly, to make them conversant with relevant computer accounting packages.

Note

1. Candidates will be informed in due course of the exact date and venue of the examination.

2. Candidates who are overseas should make their own arrangements to come to Rodrigues to sit for the examination.
III. **DUTIES AND SALARY:**

1. To ensure that financial operations are carried out in accordance with the instructions contained in the Financial Management Kit and other applicable legislation and circulars as may be issued.

2. To assist on matters relating to financial management and operations.

3. To assist in the preparation and monitoring of Estimates.

4. To perform duties related to the Pay As You Earn System of Taxation and Tax Deduction Scheme and contribution to National Solidarity Fund.

5. To maintain, complete and update records of all financial transactions and to guard against irregularity and fraud.

6. To ensure proper, accurate and timely submission of returns as may be required by the Accountant-General, the Mauritius Revenue Authority and the Financial Secretary.


8. To effect payments to stakeholders in time.

9. To provide assistance in the processing of audit queries related to financial issues.

10. To perform duties of cashier and to ensure timely collection and remittance of revenue.

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

12. 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 Assistant Financial Officer in the roles ascribed to him.

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 a month.
IV. MODE OF APPLICATION:

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional 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.

2. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

3. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are, therefore, advised to submit their e-mail address.

4. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

V. CLOSING DATE:

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. (local time) on Wednesday 12 February 2020. Application Forms received after the specified closing date and time will not be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 23 January 2020

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.