MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 55 OF 2015

Vacancies for Post of Examiner of Accounts/Senior Examiner of Accounts
National Audit Office

Applications are invited from qualified candidates who wish to be considered for appointment as Temporary 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 diploma in the field of Accountancy or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) possess good analytical skills and have a sound judgement;

   (ii) be trustworthy and have a high sense of integrity; and

   (iii) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

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 for a period of at least one year. On successful completion of the training, which includes the passing of a written examination and on being favourably reported upon, they will be eligible for appointment to the grade of Examiner of Accounts/Senior Examiner of Accounts in a substantive capacity.
IV. DUTIES AND SALARY

1. To assist in the audit of the accounts of one or more Ministries/Departments or Parastatal and other Statutory Bodies or Local Authorities or Rodrigues Regional Assembly undertaken by the National Audit Office which includes -
   
   (a) the preparation and review of draft queries, memoranda and inspection reports on matters arising out of the accounts; and 
   
   (b) the operation of follow-up procedures to ensure that the Director of Audit is informed if satisfactory explanations are not received promptly.

2. To liaise with officers of the Financial Operations Cadre or other officers concerned to ensure that -
   
   (a) the systems of accounts and of internal checks and safeguards are adequate; and 
   
   (b) weaknesses of system, or cases of serious waste or other loss, are brought to light and properly dealt with without delay.

3. To examine annual statements and to draft reports thereon for submission to a senior officer for review.

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

5. 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.

The permanent and pensionable post carries salary in scale Rs 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 15,475 a month plus salary compensation at the approved rate.

V. 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 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 Commission/ Embassies overseas.
2. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.govmu.org)

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

6. 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 applicant.**

VI. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 12 October 2015.**

**Date: 22 September 2015**

Public Service Commission,
7, Louis Pasteur Street,
**FOREST SIDE.**