PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 25 OF 2015

Vacancy for the Post of Deputy Head, Examiner of Accounts Cadre
National Audit Office

Applications are invited from qualified officers of the National Audit Office who wish to be considered for appointment as Deputy Head, Examiner of Accounts Cadre in the National Audit Office.

II. QUALIFICATIONS

By selection from among officers in the grade of Chief Examiner of Accounts who reckon at least three years’ service in a substantive capacity in the grade and have –

(a) proven administrative and organising abilities;
(b) good communication and interpersonal skills;
(c) initiative and leadership qualities;
(d) training potential; and
(e) sound judgement.

III. ROLE AND RESPONSIBILITIES

To assist in the management of the technical activities of the National Audit Office and ensure that these are carried out in line with best practices.

IV. DUTIES AND SALARY

1. To deputise for the Head, Examiner of Accounts Cadre, as and when required.

2. To assist the Head, Examiner of Accounts Cadre in the management of his division and to monitor the quality of audit work and provide guidance on quality control and quality assurance.

3. To assist the Head, Examiner of Accounts Cadre in the preparation of manuals, guides and programmes.

4. To carry out such other duties as may be assigned to him by the Director of Audit including any special investigations and the preparation of reports thereon.

5. To mentor, coach and provide training to junior staff.

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

7. 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 Deputy Head, Examiner of Accounts Cadre in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 45,275 x 1,500 – 58,775 x 1,800 – 64,175 a month plus salary compensation at approved rates.
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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Director of Audit, National Audit Office.

3. 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

4. On-line application can also be submitted through the government web portal at http://www.govmu.org

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

6. Candidates are 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 25 June 2015.

Date: 05 June 2015

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