Applications are invited from qualified officers of the Ministry of Finance and Economic Development who wish to be considered for appointment as Deputy Director, Financial Operations in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Manager, Financial Operations who reckon at least three years’ service in a substantive capacity in the grade and who –

(a) have administrative and organising abilities;
(b) possess good analytical skills and are able to foster innovative thinking on financial matters;
(c) have initiative and leadership qualities;
(d) have training capabilities; and
(e) have in-depth knowledge of financial operations functions, related legislations and latest trends in financial management and the design of work systems.

III. ROLE AND RESPONSIBILITIES

To align financial operations policies and strategies to the overall vision, mission and strategic objectives of the Government.

IV. DUTIES AND SALARY

1. To assist the Director, Financial Operations, amongst others in –

(a) the management of financial operations and to deputise for him, as and when required;
(b) liaising with officers of the Financial Operations Cadre posted in Ministries/Departments and officers of the Internal Control Cadre for bringing improvement in financial operations;
(c) the preparation of financial instructions, as and when required;
(d) investigating cases of irregularities, losses, thefts and other unsatisfactory features and making appropriate recommendations for corrective action; and
(e) organising training for officers of the Financial Operations Cadre.
2. To scrutinise audit inspections and Internal Audit Reports and identify major weaknesses related to financial operations and management, propose corrective action and ensure that remedial measures are taken.

3. To scrutinise Boards of Survey Reports and ensure follow-up action.

4. To represent the Ministry of Finance and Economic Development on Boards and Committees.

5. To advise and implement a system/standard of best practice for financial management operations.

6. To assist in the setting up of an in-built system of checks and balances for financial management.

7. To assist in the implementation of the Performance Management System.

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

9. 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 Director, Financial Operations 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 – 65,975 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 Financial Secretary, Ministry of Finance and Economic Development.

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 09 July 2015.

Date: 19 June 2015

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