PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 46 OF 2014

Vacancies for Post of Assistant Director of Audit
National Audit Office

Applications are invited from qualified officers of the National Audit Office who wish to be considered for appointment as Assistant Director of Audit in the Department.

II. QUALIFICATIONS

By selection from among officers in the grades of –

(i) Head, Examiner of Accounts Cadre; and

(ii) Principal Auditor and Deputy Head, Examiner of Accounts Cadre who reckon at least two years’ service in a substantive capacity in their respective grades,

who –

(a) are registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with section 51 of the Financial Reporting Act; and

(b) possess –

(i) strong financial reporting skills;

(ii) good conceptual and analytical skills;

(iii) team spirit and leadership qualities; and

(iv) good communication and interpersonal skills.

III. DUTIES AND SALARY

1. To assist the Director of Audit and the Deputy Director of Audit in the day-to-day management and supervision of audit assignments generally.

2. To manage one of the divisions of the National Audit Office.

3. To perform, *inter alia*, the following duties:

   (a) to plan and control audit assignments;

   (b) to control the quality of work, review and update methods and procedures, ensure the quality and sufficiency of audit evidence and develop professional standards;

   (c) to discuss and finalise findings arising out of audit assignments with accounting officers;
(d) to finalise reports on Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly and paragraphs for the Annual Audit Report for submission to the Director of Audit;

(e) to develop and implement staff training programmes with special emphasis on new areas such as performance audit, computer audit, etc.;

(f) to carry out special audit investigations which may include taking charge of one or more divisions of the National Audit Office;

(g) to ensure that the “Revised Laws of Mauritius” and other rules and regulations, specially those relating to finance, stores and establishment are always kept up to date;

(h) to undertake research work in relation to accounting and auditing; and

(i) to ensure the maintenance of professional standards in line with the requirements of accepted accounting and auditing standards and guidelines.

4. 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 Assistant Directors of Audit in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 a month. However, for the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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 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.gov.mu

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.

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on 29 October 2014.**

Date: ...09 October 2014

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