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

II. **QUALIFICATIONS**

1. By selection from among officers in the Examiner of Accounts Cadre who have served for at least one year in a substantive capacity in the Cadre and who possess a pass at the final examination required for admission to membership of one of the following bodies -
   
   (a) The Institute of Chartered Accountants of England and Wales  
   (b) The Institute of Chartered Accountants of Scotland  
   (c) The Institute of Chartered Accountants of Ireland  
   (d) The Association of Chartered Certified Accountants  
   (e) The Chartered Institute of Management Accountants  
   (f) The Chartered Institute of Public Finance and Accountancy  
   
   OR

   An equivalent professional accountancy qualification acceptable to the Public Service Commission.

2. Candidates should also possess -
   
   (i) good interpersonal and communication skills;  
   (ii) analytical skills and sound judgement; and  
   (iii) the ability to manage time effectively.

**Note**

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

III. **DUTIES AND SALARY**

1. To assist in the planning of audit assignments.

2. To exercise general supervision over or actually to take charge of one or more audit inspections which includes responsibility for –
   
   (a) the management and control of the audit assignment of Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly;  
   (b) the actual examination of accounts; and  
   (c) drafting of letters on matters arising out of inspections.
3. To carry out performance audit, program evaluation and computer audit and any special investigation as may be assigned.

4. To undertake staff training and to prepare draft audit guides and instructions.

5. To assist in, or personally to undertake the examination of annual statements or the review of examined statements, the preparation of annual or other audit reports or the review of draft reports, as well as ensuring an effective application of quality control procedures.

6. To prepare, process and review working paper files for submission to the head of the Division.

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

8. 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 Auditors in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 26,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 x 52,775 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.

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

4. On-line application can also be submitted through the government web portal at http://www.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 28 May 2014.**

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