PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 53 OF 2013

Vacancy for Post of Deputy Director of Audit
National Audit Office

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

II. QUALIFICATIONS

By selection from among officers who hold a substantive appointment in the grade of Assistant Director of Audit and who have -

(a) an in-depth knowledge of modern auditing techniques;
(b) a high sense of responsibility matched with a pro-active personality;
(c) managerial and leadership skills;
(d) excellent communication skills; and
(e) sound judgment.

III. ROLE AND RESPONSIBILITIES

To assist in the scrutiny and proper management of public expenditure in the public service in line with the statutory obligations of the National Audit Office.

IV. DUTIES AND SALARY

1. To deputise for the Director of Audit.

2. To assist the Director of Audit in the management of the National Audit Office and in the performance of his duties generally.

3. To manage one of the divisions of the National Audit Office, whenever required.

4. To be responsible for finalising reports on Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly and paragraphs for the Annual Report for submission to the Director of Audit.

5. To be responsible for carrying out regular field supervision on audit sites and ensuring that the highest standard and output of work are achieved.

6. To supervise, co-ordinate and monitor the quality of work, thus ensuring compliance with the additional requirements of modern auditing.

7. To devise and monitor staff training programmes with special emphasis on new areas of modern auditing.

8. To carry out special audit investigations.
9. To ensure that the records relating to the “Revised Laws of Mauritius” and other regulations are always kept up to date.

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

11. 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 Deputy Directors of Audit in the roles ascribed to them.

The salary of the permanent and pensionable post of Deputy Director of Audit is Rs 102,000 a month.

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.

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. Online 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.

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 19 January 2014.

Date: 30 December 2013