

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 19 OF 2021

Vacancy for Post of Deputy 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 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 –

- (i) an in-depth knowledge of modern auditing techniques;
- (ii) a high sense of responsibility matched with a pro-active personality;
- (iii) managerial and leadership skills;
- (iv) excellent communication skills; and
- (v) sound judgement.

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 permanent and pensionable post carries a flat salary of Rs 110,000 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address:- **<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** submit a printed copy of their Application Form, **duly signed**, through the Director of Audit, National Audit Office.
4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Tuesday 29 June 2021**. Applications received after the specified closing date and time will **not** be considered.

Date: 09 June 2021

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