

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 29 OF 2021

Vacancy for Post of Deputy Director, Internal Control Ministry of Finance, Economic Planning and Development

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

II. QUALIFICATIONS

By selection from among officers in the grade of Manager, Internal Control who reckon at least three years' service in a substantive capacity in the grade and who -

- (i) have good knowledge of internal control procedures, related legislations and latest trends in internal control framework and the design of work systems;
- (ii) possess strong leadership, managerial and organising skills;
- (iii) possess excellent communication and interpersonal skills;
- (iv) possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving and decision-making;
- (v) have the ability to work under pressure and meet tight deadlines; and
- (vi) have training potentials.

III. ROLE AND RESPONSIBILITIES

To assist the Director in conducting Internal Audits for all Ministries/Departments and providing assurance to Accounting Officers/Supervising Officers on good governance, risk management and control processes.

IV. DUTIES AND SALARY

1. To assist the Director, Internal Control in the management of the Cadre and to deputise for him, as and when required.
2. To provide guidance and to monitor the performance of the staff of the Internal Control Cadre.

3. To ensure that the staff of the Internal Control Cadre are appropriately trained and guided in line with standard practices and procedures.
4. To conduct quality assurance review to ensure that audit work is being carried out according to standard practices and procedures.
5. To carry out such specific duties as may be assigned by the Financial Secretary.
6. To use ICT in the performance of his duties.
7. 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, Internal Control in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 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 Public Service, Administrative and Institutional 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 Commissions/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, Economic Planning and Development.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 15 00 hours (local time) on Tuesday 10 August 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 21 July 2021

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