

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 45 OF 2021

Vacancies for Post of Auditor
National Audit Office

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

A. By selection from among officers in the Examiner of Accounts Cadre who reckon at least three years' service 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 Institute of Chartered Accountants of India
- (f) The Chartered Institute of Management Accountants
- (g) The South African Institute of Chartered Accountants
- (h) The Chartered Institute of Public Finance and Accountancy

OR

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

B. Candidates should –

- (i) be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Reporting Act;
- (ii) possess good interpersonal and communication skills;
- (iii) possess analytical skills and sound judgement; and
- (iv) have the ability to manage time effectively.

NOTE

The onus for the submission of equivalence of qualifications (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

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 the Auditor in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

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 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 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 **<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.**

V. 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 Wednesday 06 October 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 16 September 2021

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