

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 63 OF 2021

**Vacancy for Post of Assistant Accountant-General
Treasury**

Applications are invited from qualified officers of the Treasury who wish to be considered for appointment as Assistant Accountant-General in the Treasury.

II. QUALIFICATIONS

By selection from among officers of the Treasury who –

- (i) reckon –
 - (a) at least four years' service in a substantive capacity in the grade of Accountant/Senior Accountant or
 - (b) an aggregate of at least four years' service in a substantive capacity in the grade of Accountant/Senior Accountant and the former grades of Accountant and/or Senior Accountant;
- (ii) have wide experience in Government accounting system;
- (iii) possess problem-solving and analytical skills;
- (iv) possess sound organising and administrative skills;
- (v) possess strong communication and interpersonal skills; and
- (vi) have the ability to lead and motivate a cross-functional team of officers.

III. ROLE AND RESPONSIBILITIES

To assist the Accountant-General in the preparation of Government Accounts and the maintenance of a proper accounting system for Government as well as managing the dispensing of public service benefits.

IV. DUTIES AND SALARY

1. To be responsible to the Accountant-General for the day-to-day administration and smooth running of various sections of the Treasury.
2. To assist the Accountant-General and the Deputy Accountant-General in the performance of their duties.
3. To ensure the correct interpretation and application of the pension laws, rules and regulations relating to passage benefits and advances for the purchase of motor vehicles.

4. To advise Ministries/Departments and Parastatal Bodies on the application of pension laws, rules and regulations relating to passage benefits to ensure their correct interpretation and application.
5. To tender advice on the disposal of death gratuity.
6. To constantly review and improve the accounting and reporting systems and standards to meet the information needs of Government and international organisations.
7. To closely monitor the cash flow positions of Government with a view to ensuring that adequate funds are available to meet all payments, as and when they fall due.
8. To ensure the correct interpretation and application of various Acts and subsidiary legislations.
9. To issue payment instructions to the Bank of Mauritius or any other authorised banks regarding overseas payments to foreign lending agencies and other overseas suppliers of goods and services to Government.
10. To provide training and guidance to staff working under his responsibility and to supervise their work.
11. To represent the Accountant-General in meetings, as and when required.
12. To deal with audit queries.
13. To use ICT in the performance of his duties.
14. 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 Assistant Accountant-General in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 80,100 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 Accountant-General, Treasury.
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 Thursday 09 December 2021**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 19 November 2021

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