

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 56 OF 2022**

**Vacancies for Post of Assistant 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 Assistant Director of Audit in the National Audit Office.

**II. QUALIFICATIONS**

By selection from among officers in the grades of –

- (i) Head, Examiner of Accounts Cadre; and
- (ii) Principal Auditor and Deputy Head, Examiner of Accounts Cadre who reckon at least two years' service in a substantive capacity in their respective grades,

who –

- (a) are registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with section 51 of the Financial Reporting Act; and
- (b) possess –
  - (i) strong financial reporting skills;
  - (ii) good conceptual and analytical skills;
  - (iii) team spirit and leadership qualities; and
  - (iv) good communication and interpersonal skills.

**NOTE**

**Candidates should submit a copy of their certificate of registration with the Mauritius Institute of Professional Accountants (MIPA) together with their Application Form.**

**III. DUTIES AND SALARY**

1. To assist the Director of Audit and the Deputy Director of Audit in the day-to-day management and supervision of audit assignments generally.
2. To manage one of the divisions of the National Audit Office.

3. To perform, inter alia, the following duties:-
  - (a) to plan and control audit assignments;
  - (b) to control the quality of work, review and update methods and procedures, ensure the quality and sufficiency of audit evidence and develop professional standards;
  - (c) to discuss and finalise findings arising out of audit assignments with accounting officers;
  - (d) to finalise reports on Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly and paragraphs for the Annual Audit Report for submission to the Director of Audit;
  - (e) to develop and implement staff training programmes with special emphasis on new areas such as performance audit, computer audit, etc;
  - (f) to carry out special audit investigations which may include taking charge of one or more divisions of the National Audit Office;
  - (g) to ensure that the “Revised Laws of Mauritius” and other rules and regulations, specially those relating to finance, stores and establishment, are always kept up to date;
  - (h) to undertake research work in relation to accounting and auditing; and
  - (i) to ensure the maintenance of professional standards in line with the requirements of accepted accounting and auditing standards and guidelines.
4. 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 Assistant Directors of Audit in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 a month.

#### **IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application electronically *via* the website of the Public Service Commission on 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** also submit a printed copy of their Application Form, **duly signed**, through the Director of Audit, National Audit Office.
4. For queries regarding **Username and 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.**

#### **V. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 18 August 2022.** Applications received after the specified closing date and time will **not** be considered.

**Date: 29 July 2022**

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