

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 70 OF 2023

Vacancies for Post of Assistant Financial Operations Officer Ministry of Finance, Economic Planning and Development

Applications are invited from qualified officers who wish to be considered for appointment as Assistant Financial Operations Officer in the Ministry of Finance, Economic Planning and Development.

II. QUALIFICATIONS

By selection from among officers in the grade of Management Support Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer and who –

- (i) have a good knowledge of policies, rules and regulations relating to the management of Financial Operations in the Public Service;
- (ii) possess effective interpersonal and communications skills; and
- (iii) possess effective analytical and problem solving skills.

NOTE 1

Candidates will be required to sit for a written competitive examination conducted by the Public Service Commission designed to assess –

- (a) their knowledge of General Financial Procedures including basic principles in Finance, Procurement and Supply, Internal Control and Internal Audit Principles and any other relevant financial laws/regulations and their ability to apply them; and
- (b) their potential and aptitude for financial work.

NOTE 2

Assistant Financial Operations Officers will be required to follow appropriate courses/undergo training, as approved and arranged by the Ministry, to make them conversant with relevant computer accounting packages.

Note

1. Candidates will be informed in due course of the exact date and venue of the examination.
2. Candidates who are overseas should make their own arrangements to come to Mauritius to sit for the examination.

III. DUTIES AND SALARY

1. To ensure that financial operations are carried out in accordance with the instructions contained in the Financial Management Kit and other applicable legislation and circulars as may be issued.
2. To assist on matters relating to financial management and operations.
3. To assist in the preparation and monitoring of Estimates.
4. To perform duties related to the Pay As You Earn System of Taxation and Tax Deduction Scheme and contribution to National Solidarity Fund.
5. To maintain, complete and update records of all financial transactions and to guard against irregularity and fraud.
6. To ensure proper, accurate and timely submission of returns as may be required by the Accountant-General, the Mauritius Revenue Authority and the Financial Secretary.
7. To operate the Treasury Accounting System, e-Budgeting System and Human Resource Management Information System (HRMIS).
8. To effect payments to stakeholders in time.
9. To provide assistance in the processing of audit queries related to financial issues.
10. To perform duties of cashier and to ensure timely collection and remittance of revenue.
11. To use ICT in the performance of his duties.
12. 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 Financial Operations Officer in the roles ascribed to him.

Note

Assistant Financial Operations Officers may be required to serve on a tour of service in Rodrigues.

The permanent and pensionable post carries salary in scale Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 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 their respective Supervising Officer/Responsible Officer.
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 Thursday 14 September 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 25 August 2023

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