

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 77 OF 2023

Vacancy for Post of Lead Financial and Governance Analyst **Ministry of Financial Services and Good Governance**

Applications are invited from qualified officers who wish to be considered for appointment as Lead Financial and Governance Analyst in the Ministry of Financial Services and Good Governance.

II. QUALIFICATIONS

- A. By selection from among officers in the grade of Financial and Governance Analyst/Senior Financial and Governance Analyst who –
- (i) reckon at least six years' service in a substantive capacity in the grade or an aggregate of at least six years' service in a substantive capacity in the grades of Financial and Governance Analyst/Senior Financial and Governance Analyst and the former grades of Senior Analyst and Analyst; and
 - (ii) are registered as a professional accountant with the Mauritius Institute of Professional Accountants (MIPA) in accordance with section 51 of the Financial Reporting Act.
- B. Candidates should –
- (i) have a good understanding of administrative, management and governance issues in the Public Sector;
 - (ii) have good knowledge of governance concepts and principles;
 - (iii) have the ability to work on reform projects;
 - (iv) possess sound management consultancy skills;
 - (v) possess effective analytical skills and have problem-solving abilities;
 - (vi) possess skills relating to financial control and have effective team spirit; and
 - (vii) possess good communication and interpersonal skills.

III. ROLE AND RESPONSIBILITIES

To be responsible to the Director-General, Office of the Public Sector Governance and the Director, Office of the Public Sector Governance for the overall management and administration of the Office of the Public Sector Governance.

IV. DUTIES AND SALARY

1. To conduct corporate governance assessments and reviews and organisational and management reviews.
2. To carry out research, organise seminars and training on corporate governance.
3. To monitor the implementation of the Annual Report of the National Audit Office, the Performance Audit Report and the Internal Control Reports as well as the recommendations made by the Public Accounts Committee.
4. To monitor and assess the effectiveness of Audit Committees in Public Sector organisations.
5. To assist in training and conduct research studies with a view to promoting reforms in Public Sector organisations.
6. To assist in ensuring that the services provided are responsive to the needs of the public and other stakeholders.
7. To conduct special inquiries into reported cases of mismanagement in Public Sector organisations and submit recommendations thereon.
8. To conduct program evaluation to ensure that Public Sector organisations adopt cost-effective ways in the provision of quality service.
9. To assist in developing a framework for a standardised electronic Physical Asset Management (PAM) system.
10. To prepare and review reports.
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 Lead Financial and Governance Analyst in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 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 Permanent Secretary, Ministry of Financial Services and Good Governance.
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 05 October 2023**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 15 September 2023

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