

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 90 OF 2023**

**Vacancy for Post Deputy Head, Examiner of Accounts Cadre  
National Audit Office**

Applications are invited from qualified officers of the National Audit Office who wish to be considered for appointment as Deputy Head, Examiner of Accounts Cadre in the National Audit Office.

**II. QUALIFICATIONS**

By selection from among officers in the grade of Chief Examiner of Accounts who reckon at least three years' service in a substantive capacity in the grade and have –

- (i) proven administrative and organising abilities;
- (ii) good communication and interpersonal skills;
- (iii) initiative and leadership qualities;
- (iv) training potential; and
- (v) sound judgement.

**III. ROLE AND RESPONSIBILITIES**

To assist in the management of the technical activities of the National Audit Office and ensure that these are carried out in line with best practices.

**IV. DUTIES AND SALARY**

1. To deputise for the Head, Examiner of Accounts Cadre, as and when required.
2. To assist the Head, Examiner of Accounts Cadre in the management of his division and to monitor the quality of audit work and provide guidance on quality control and quality assurance.
3. To assist the Head, Examiner of Accounts Cadre in the preparation of manuals, guides and programmes.
4. To carry out such other duties as may be assigned to him by the Director of Audit including any special investigations and the preparation of reports thereon.
5. To mentor, coach and provide training to junior staff.

6. To use ICT in the performance of his duties.
7. 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 Deputy Head, Examiner of Accounts Cadre 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 – 77,950 a month.

#### V. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at 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 & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **[support@ncb.mu](mailto: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](mailto: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.**

#### VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 09 November 2023**. Applications received after the specified closing date and time will **not** be considered.

**Date: 20 October 2023**

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