

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 69 OF 2024

**Vacancies for post of
Internal Control Officer/Senior Internal Control Officer
Rodrigues Regional Assembly (Central Administration)**

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Internal Control Officer/Senior Internal Control Officer in the Rodrigues Regional Assembly (Central Administration).

II. QUALIFICATIONS

By selection from among serving officers on the establishment of the Rodrigues Regional Assembly who hold a substantive appointment and who -

(i) have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) of the ACCA Examinations

or

(ii) have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examinations (New Syllabus)

or

(iii) possess equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

NOTE

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. DUTIES AND SALARY

1. To carry out internal audit in finance, stores, transport and other operations of Commissions in accordance with internal audit programmes and procedures.
2. To maintain adequate documentations and records of work performed, including daily progress sheets.
3. To prepare and update working paper files.
4. To assist in the framing of internal audit programmes.

5. To report on internal audit findings and propose corrective measures.
6. To review internal audit reports and to ensure that the recommendations made on audit findings are satisfactorily implemented.
7. To use ICT in the performance of his duties.
8. 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 Internal Control Officer/Senior Internal Control Officer in the roles ascribed to him.

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 x 950 – 42,200 x 1,300 – 46,100 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. 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>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
4. 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 Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 15 15 hours (local time) on Wednesday 23 October 2024.** Application Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 03 October 2024

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.