

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 58 OF 2024

Vacancy for Post of Accountant-General Treasury

Applications are invited from qualified officers of the Treasury who wish to be considered for appointment as Accountant-General in the Treasury.

II. QUALIFICATIONS

- A. By selection from among officers in the grades of –
- (i) Deputy Accountant-General; and
 - (ii) Assistant Accountant-General who reckon at least three years' service in a substantive capacity in the grade.
- B. Candidates should –
- (a) be fully conversant with all aspects of Government Accounting Systems and procedures;
 - (b) have a high degree of maturity in evaluating and analysing issues;
 - (c) have strong administrative, managerial and leadership capabilities;
 - (d) possess excellent communication skills;
 - (e) be familiar with modern management trends and techniques;
 - (f) have a multidisciplinary approach to problem-solving and the ability to think strategically; and
 - (g) have a high sense of responsibility and integrity.

III. ROLE AND RESPONSIBILITIES

To be responsible for the preparation of Government Accounts and the maintenance of a proper accounting system for Government as well as managing the dispensing of public service benefits.

IV. DUTIES AND SALARY

1. To be responsible for the general administration of the Treasury.
2. To ensure that proper accounting systems are established in Ministries/Departments.

3. To constantly review and improve the accounting and reporting systems and procedures in Ministries/Departments.
4. To pay out of the Consolidated Fund, any authorised Government expenditure as provided by the Appropriation Act or any other enactment and in accordance with the provisions of the Financial Management Kit.
5. To keep the accounts of the Government and prepare and submit annually the statutory financial statements to the Director of Audit.
6. To ensure that proper arrangements are made for the safe keeping of all public moneys, stamps, and securities and valuable documents.
7. To exercise general supervision over the receipts of public revenue and the expenditure of public funds.
8. To ensure that Accounting Officers comply with laws and regulations relating to finance.
9. To closely monitor the cash flow positions of Government.
10. To ensure the correct interpretation and application of pensions laws and regulations and rules relating to passage benefits and advances for the purchase of motor vehicles.
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 Accountant-General in the roles ascribed to him.

The permanent and pensionable post carries a flat salary of Rs 132,000 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. Application Forms should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Financial Secretary, Ministry of Finance, Economic Planning and Development.

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 Wednesday 23 October 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 03 October 2024

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