

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 17 OF 2025**

### **Vacancies for Post of Internal Control Officer/Senior Internal Control Officer** **Ministry of Finance**

Applications are invited from qualified officers who wish to be considered for appointment as Internal Control Officer/Senior Internal Control Officer in the Ministry of Finance.

## **II. QUALIFICATIONS**

By selection from among serving officers 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 Ministries/Departments (including Rodrigues) 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 and Administrative 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 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 Wednesday 02 July 2025**. Application Forms received after the specified closing date and time will **not** be considered.

**Date: 12 June 2025**

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