GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Finance and Economic Development (Management Audit Bureau)

Post: Assistant Director, Management Audit Bureau

Salary: Rs 32,000 x 1,000 – 39,000 (01 68 75)

Effective Date: 19 April 2005

Qualifications: By selection from among officers in the grade of Principal Financial and Management Analyst who reckon at least three years' service in a substantive capacity in the grade and possess good analytical and team leadership skills.

Duties:

1. To assist the Director, Management Audit Bureau and the Deputy Director, Management Audit Bureau in the performance of their duties.

2. To supervise, co-ordinate and monitor the work of officers in the Financial and Management Analyst Cadre and the Accounting Technician Cadre.

3. To supervise project teams.

4. To carry out investigations of financial and administrative systems and procedures with a view to improving public sector services.

5. To analyse the various criticisms and suggestions made concerning the management of public affairs.

6. To introduce new management concepts and techniques in the public sector in order to improve the decision-making process and organisational effectiveness.

7. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service Affairs and Administrative Reforms

Date 19 APR 2005