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: Principal Financial and Management Analyst

Salary: Rs 28,000 x 1,000 – 36,000 (01 64 72)

Effective Date: 19 April 2005

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Financial and Management Analyst reckoning at least three years’ service in a substantive capacity in the grade and possessing good financial control, communication and interpersonal skills.

Duties:

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

2. To examine all accounts of parastatal bodies, local authorities and private organisations seeking financial aid from the Government and to assess their needs.

3. To examine the accounts of industries in the private sector with a view to determining their ability to pay taxes and other duties.

4. To advise on the installation of accounting, purchasing and storekeeping systems.

5. To undertake feasibility studies of proposed development projects.

6. To perform duties of a complex nature related to organisational studies and management reviews.

7. To carry out management analysis and consultancy work, project management and development of quality management systems.

8. 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