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: Senior Financial and Management Analyst
Salary: Rs 22,400 x 800 - 28,000 x 1,000 - 31,000 (01 57 67)
Effective Date: 19 April 2005
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Financial and Management Analyst reckoning at least four years’ service in a substantive capacity in the grade and possessing good conceptual, analytical and communication skills.

Duties:

1. When posted to the Ministry of Finance and Economic Development -
   (i) to assist the Deputy Director, Management Audit Bureau, the Assistant Director, Management Audit Bureau and the Principal Financial and Management Analysts in the performance of their duties;
   (ii) to perform duties related to organisational studies and management review and to submit reports and recommendations;
   (iii) to carry out management analysis and consultancy work, project management and development of quality management systems; and
   (iv) to perform such cognate duties as may be assigned.

2. When posted to other Ministries/Departments -
   (i) to advise the Heads of Ministries/Departments on matters of an accountancy nature, especially where these are laid down in statutes;
   (ii) to inspect and investigate statements of accounts, records and documents of organisations, public and private, controlled by the Ministries/Departments and advise on improvements to existing accounting and control systems and assist, where necessary, in the financial management of the organisations;
   (iii) to carry out investigations of an advanced nature requiring extensive knowledge of all direct and allied factors to the problem, taking into account Government's financial and economic policy, and submit comprehensive reports containing clear practical solutions to the matters under inquiry; and
   (iv) 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
Note 1
Senior Financial and Management Analysts work under the general supervision of the Director, Management Audit Bureau, the Deputy Director, Management Audit Bureau, the Assistant Director, Management Audit Bureau and Principal Financial and Management Analysts and are either posted to other Ministries/Departments or retained at the Ministry of Finance and Economic Development.

Note 2
Senior Financial and Management Analysts posted to other Ministries/Departments will be responsible to the Financial Secretary for the technical aspects of their duties.