GOVERNMENT OF MAURITIUS

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

Department: National Audit Office
Post: Auditor
Salary: Rs 24,400 x 600 – 22,200 x 800 = 28,000 x 1,000 – 30,000 x 1,250 = 40,000 (01-48-62)
Effective Date: 22 June 2010
Qualifications:

A. By selection from among officers in the Examiner of Accounts Cadre who have served for at least one year in a substantive capacity in the Cadre and who possess a pass at the final examination required for admission to membership of one of the following bodies –

(a) The Institute of Chartered Accountants of England and Wales
(b) The Institute of Chartered Accountants of Scotland
(c) The Institute of Chartered Accountants of Ireland
(d) The Association of Chartered Certified Accountants
(e) The Chartered Institute of Management Accountants
(f) The Chartered Institute of Public Finance and Accountancy

OR

An equivalent professional accountancy qualification acceptable to the Public Service Commission.

B. Candidates should also possess –

(i) good interpersonal and communication skills;
(ii) analytical skills and sound judgement; and
(iii) the ability to manage time effectively.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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Duties:

1. To assist in the planning of audit assignments.

2. To exercise general supervision over or actually to take charge of one or more
audit inspections which includes responsibility for:
   (a) the management and control of the audit assignment of Parastatal and other
       Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly;
   (b) the actual examination of accounts; and
   (c) drafting of letters on matters arising out of inspections.

3. To carry out performance audit, program evaluation and computer audit and any
   special investigation as may be assigned.

4. To undertake staff training and to prepare draft audit guides and instructions.

5. To assist in, or personally to undertake the examination of annual statements or
   the review of examined statements, the preparation of annual or other audit
   reports or the review of draft reports, as well as ensuring an effective application
   of quality control procedures.

6. To prepare, process and review working paper files for submission to the head of
   the Division.

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 Auditors in the
   roles ascribed to them.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
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