GOVERNMENT OF MAURITIUS

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

Department: National Audit Office
Post: Chief Examiner of Accounts
Salary: Rs 31,250 x 1,250 – 45,000 (01 60 71)
Effective Date: 8 January 2010
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of
Principal Examiner of Accounts who reckon at least two years’ service in a
substantive capacity in the grade and who have –
(i) good organising skills; and
(ii) the ability to manage a team of officers.
Duties: 1. To assist the divisional head in the day-to-day management and in the
planning of audit assignments generally.
2. To monitor audit work and to provide guidance to audit teams on the
preparation, processing and reviewing of working paper files.
3. To assume direct responsibility for one or more audit inspections in
Ministries and Departments, Parastatal and other Statutory Bodies,
Local Authorities and the Rodrigues Regional Assembly including special
funds, whenever required.
4. To develop and keep up to date, the audit approach and procedures.
5. To carry out such other duties as may be assigned to him by the Director of
Audit including any special investigations and the preparation of reports
thereon.
6. To verify financial statements, including special funds and to submit reports
thereon.
7. To prepare draft audit guides and instructions, etc.
8. To undertake staff training.
9. To use ICT in the performance of his duties.
10. 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
Chief Examiners of Accounts in the roles ascribed to them.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
Date 8 JAN 2010