GOVERNMENT OF MAURITIUS

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

Department: National Audit Office

Post: Senior Auditor

Salary: Rs 30,000 x 1,250 - 45,000 (01 59 71)

Effective Date: 22 June 2010

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Auditor who reckon at least two years' service in a substantive capacity in the grade and who have good organising and managerial qualities.

Duties:

1. To assist the head of the Division in the planning of audit assignments.

2. 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.

3. To exercise supervision over or to take charge of one or more audit assignments.

4. To draft and co-ordinate queries, memoranda and letters on matters arising out of the audit assignments.

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

6. To draft letters on matters relating to audit reports on the Central and Local Government and other Public Bodies.

7. To review and update the audit approach and procedures, ensure the quality and sufficiency and audit evidence, develop and maintain professional standards in line with the requirements of accepted accounting and auditing standards and guidelines.

8. To carry out performance audit, program evaluation and computer audit.

9. To undertake on-the-job training of staff, develop and conduct staff training programmes.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date: 22 JUN 2010
10. To carry out any special investigation, the preparation of reports therefrom and help in the preparation of auditing guidelines and procedures.

11. To use ICT in the performance of his duties.

12. 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 Senior Auditors in the roles ascribed to them.