

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development
- Post:** Deputy Director, Internal Control
- Salary:** Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (01 70 83)
- Effective Date:** 23 April 2014
- Qualifications:** By selection from among officers in the grade of Manager, Internal Control who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) have good knowledge of internal control procedures, related legislations and latest trends in internal control framework and the design of work systems;
  - (ii) possess strong leadership, managerial and organising skills;
  - (iii) possess excellent communication and interpersonal skills;
  - (iv) possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving and decision-making;
  - (v) have the ability to work under pressure and meet tight deadlines; and
  - (vi) have training potentials.
- Role and Responsibilities:** To assist the Director in conducting Internal Audits for all Ministries/Departments and providing assurance to Accounting Officers/Supervising Officers on good governance, risk management and control processes.
- Duties:**
- 1. To assist the Director, Internal Control in the management of the Cadre and to deputise for him, as and when required.
  - 2. To provide guidance and to monitor the performance of the staff of the Internal Control Cadre.
  - 3. To ensure that the staff of the Internal Control Cadre are appropriately trained and guided in line with standard practices and procedures.

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**CERTIFIED CORRECT**

*[Signature]*

*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

23 April 2014

Date.....

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-2-

4. To conduct quality assurance review to ensure that audit work is being carried out according to standard practices and procedures.
5. To carry out such specific duties as may be assigned by the Financial Secretary.
6. To use ICT in the performance of his duties.
7. 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 the Deputy Director, Internal Control in the roles ascribed to him.



**CERTIFIED CORRECT**

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*for Senior Chief Executive  
Ministry of Civil Service and  
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