

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the Public Sector Governance
- Post:** Director, Office of the Public Sector Governance
- Salary:** Rs 111,000 (01 00 99)
- Effective Date:** 25 March 2014
- Qualifications:** A. By selection from among officers in the grade of Lead Financial and Governance Analyst who reckon at least three years' service in a substantive capacity in the grade.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- (a) are registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with section 51 of the Financial Reporting Act;
- (b) possess a Master's Degree in Finance or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (c) reckon at least three years' experience in a senior management position;
- (d) possess skills relating to effective financial control and have effective team spirit;
- (e) have good knowledge of governance concepts and principles;
- (f) possess good communication and interpersonal skills;
- (g) possess effective analytical and problem-solving abilities;
- (h) are conversant with administrative, management and governance issues in the Public Sector;
- (i) have the ability to work on reform projects;
- (j) possess sound management consultancy skills; and

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

25 March 2014

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

-2-

(k) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

B. Candidates should –

(i) reckon professional experience in quality improvement;

(ii) have the ability to think strategically; and

(iii) possess good leadership skills.

Role and Responsibilities:

To assist the Director-General, Office of the Public Sector Governance in the formulation and implementation of strategies and policies with a view to promoting good Corporate Governance practices in the Public Sector in line with the objectives of the Office of the Public Sector Governance.

Duties:

1. To co-ordinate and monitor the work of officers in the Financial and Governance Analyst Cadre.
2. To conduct corporate governance assessments and reviews and organisational and management reviews.
3. To ensure the proper implementation of the Annual Report of the National Audit Office, the Performance Audit Report and the Internal Control Reports as well as the recommendations made by the Public Accounts Committee.
4. To monitor and assess the effectiveness of Audit Committees in Public Sector organisations.
5. To train and conduct research studies with a view to promoting reforms in Public Sector organisations.
6. To ensure that the services provided are responsive to the needs of the public and other stakeholders.
7. To examine recommendations made into reported cases of mismanagement in Public Sector organisations.

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R. G. Aguirre

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*for Senior Chief Executive
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**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

-3-

8. To evaluate programmes with a view to ensuring that Public Sector organisations adopt cost effective measures in the provision of quality service.
9. To perform quality control on final reports.
10. To be responsible for developing a framework for a standardised electronic Physical Asset Management (PAM) system.
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 the Director, Office of the Public Sector Governance in the roles ascribed to him.



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*for Senior Chief Executive
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