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GOVERNMENT OF MAURITIUS

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

Department: National Audit Office

Post: Deputy Director of Audit

Salary: Rs 80,000 (01 00 90)

Effective Date: 22 June 2010

Qualifications: By selection from among officers who hold a substantive appointment in the grade of Assistant Director of Audit and who have –

- (i) an in-depth knowledge of modern auditing techniques;
- (ii) a high sense of responsibility matched with a pro-active personality;
- (iii) managerial and leadership skills;
- (iv) excellent communication skills; and
- (v) sound judgement.

Role and Responsibilities: To assist in the scrutiny and proper management of public expenditure in the public service in line with the statutory obligations of the National Audit Office.

Duties:

1. To deputise for the Director of Audit.
2. To assist the Director of Audit in the management of the National Audit Office and in the performance of his duties generally.
3. To manage one of the divisions of the National Audit Office, whenever required.
4. To be responsible for finalising reports on Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly and paragraphs for the Annual Report for submission to the Director of Audit.
5. To be responsible for carrying out regular field supervision on audit sites and ensuring that the highest standard and output of work are achieved.
6. To supervise, co-ordinate and monitor the quality of work, thus ensuring compliance with the additional requirements of modern auditing.

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CERTIFIED CORRECT

Alec...

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 22 JUN 2010

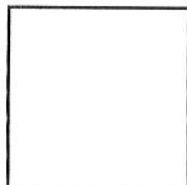


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7. To devise and monitor staff training programmes with special emphasis on new areas of modern auditing.
8. To carry out special audit investigations.
9. To ensure that the records relating to the "Revised Laws of Mauritius" and other regulations are always kept up to date.
10. To use ICT in the performance of his duties.
11. 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 Deputy Directors of Audit in the roles ascribed to them.



CERTIFIED CORRECT

Alec...

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

Date.....**22 JUN 2016**.....