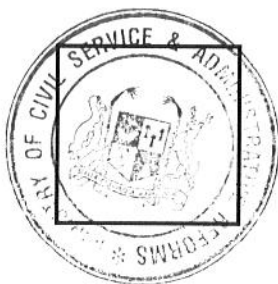


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Organisation:** Rodrigues Regional Assembly (Finance – Central Administration)
- Post:** Director of Finance (Rodrigues)
- Salary:** Rs 40,000 (01 00 76)
- Effective Date:** 15 June 2006
- Qualifications:**
- A. A Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Accounting obtained on one certificate or Passes in at least two subjects including Accounting at the General Certificate of Education “Advanced Level” obtained on one certificate or an equivalent qualification acceptable to the Public Service Commission.
 - B. A degree in Economics or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - C. At least 10 years’ post-qualification experience in economic/financial analysis.
 - D. Candidates should:
 - (i) be fully conversant with the economic, fiscal, financial and monetary policies of the Rodrigues Regional Assembly and must have at least three years’ experience in the preparation of the Government Budget including the formulation of budgetary policies and the determination of budgetary targets;
 - (ii) be innovative, have good leadership and communication skills and be able to interact effectively with multidisciplinary teams;
 - (iii) have sound administrative and managerial abilities; and
 - (iv) have a high sense of responsibility and integrity.

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CERTIFIED CORRECT

R. R. U.

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

Date... **15 JUN 2006**

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

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Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold -

- (a) a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualifications at B above and at (b) under 'Note'.

Duties:

- 1. To be responsible to the Chief Commissioner for the control and management of activities relating to Finance including the formulation of broad financial policy matters and legislations and the introduction of control systems for adequate coverage and monitoring of the financial activities of the Rodrigues Regional Assembly.
- 2. To be responsible to the Chief Commissioner for matters relating to the preparation of the annual budget including the formulation of budgetary policies and determination of budgetary targets, the examination of revenue options and revenue estimates.
- 3. To examine expenditure and revenue proposals of Commissions/Divisions and to chair the Estimates Committee.
- 4. To devise medium term budgetary strategy.

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

Date..... **15 JUN 2008**



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

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5. To draft relevant sections of the Budget Speech.
6. To monitor implementation of policy and other measures announced in the Budget Speech.
7. To advise on budgetary issues, including applications from Commissions for additional funds.
8. To be responsible for sound accounting/financial systems through the constant review and improvement of the accounting and reporting systems and procedures in Commissions/Divisions.
9. To be responsible for the proper keeping of the accounts of the Rodrigues Regional Assembly and the preparation and submission of the annual statutory financial statements to the Director of Audit.
10. To examine emerging financial services issues and alternative strategies/options for its development in Rodrigues and make recommendations thereon.
11. To assist in the formulation and scrutiny of contracts and participate in the costing and pricing of projects.
12. To prepare periodical reports on economic development and emerging prospects for the Chief Commissioner.
13. To build up appropriate databases in relation to economic intelligence and forecasting work.
14. To advise on and ensure achievement of targets and return on investment through:
 - (a) optimum use of resources;
 - (b) efficient and effective use of services of Consultants and Advisers;

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

Date... **15 JUN 2006**



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

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- (c) the fostering of business relationship with stakeholders; and
 - (d) the establishment of close working relations with local and overseas organisations/institutions with a view to promoting the Rodrigues Regional Assembly.
15. To liaise with the Ministry of Finance and Economic Development for bringing improvements in financial operations in Commissions/Divisions.
 16. To carry out investigations into irregularities, losses, thefts and other unsatisfactory features and make appropriate recommendations.
 17. To prepare papers on taxation and revenue for budget purposes and review revenue forecasting techniques.
 18. To review and update the financial rules and regulations in collaboration with the Head, Finance Cadre, Head, Purchasing and Supply Cadre and the Management Audit Bureau.
 19. To advise on the training needs for officers of the Finance Cadre.
 20. To deal with audit queries.
 21. To perform such cognate duties as may be assigned.



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R R u

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

Date.....**15 JUN 2006**.....