

GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development

Post: Deputy Director, Financial Operations

Salary: Rs 37,500 x 1,250 – 50,000 (01 65 75)

Effective Date: 29 September 2011

Qualifications: By selection from among officers in the grade of Manager, Financial Operations who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) have administrative and organising abilities;
- (ii) possess good analytical skills and are able to foster innovative thinking on financial matters;
- (iii) have initiative and leadership qualities;
- (iv) have training capabilities; and
- (v) have in-depth knowledge of financial operations functions, related legislations and latest trends in financial management and the design of work systems.

Role and Responsibilities: To align financial operations policies and strategies to the overall vision, mission and strategic objectives of the Government.

Duties:

- 1. To assist the Director, Financial Operations, amongst others in –
 - (a) the management of financial operations and to deputise for him, as and when required;
 - (b) liaising with officers of the Financial Operations Cadre posted in Ministries/Departments and officers of the Internal Control Cadre for bringing improvement in financial operations;
 - (c) the preparation of financial instructions, as and when required;

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CERTIFIED CORRECT

[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date..... 29 SEP 2011

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- (d) investigating cases of irregularities, losses, thefts and other unsatisfactory features and making appropriate recommendations for corrective action; and
 - (e) organising training for officers of the Financial Operations Cadre.
2. To scrutinise audit inspections and Internal Audit Reports and identify major weaknesses related to financial operations and management, propose corrective action and ensure that remedial measures are taken.
 3. To scrutinise Boards of Survey Reports and ensure follow-up action.
 4. To represent the Ministry of Finance and Economic Development on Boards and Committees.
 5. To advise and implement a system/standard of best practice for financial management operations.
 6. To assist in the setting up of an in-built system of checks and balances for financial management.
 7. To assist in the implementation of the Performance Management System.
 8. To use ICT in the performance of his duties.
 9. 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, Financial Operations in the roles ascribed to him.



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