


GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development
- Post:** Assistant Manager, Internal Control
- Salary:** Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (01 064 081)
- Effective Date:** 26 September 2019
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Internal Control Officer who –
- (i) (a) possess a degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or an equivalent qualification acceptable to the Public Service Commission
 - or
 - (b) have a pass at the final examination required for admission to membership of a recognised professional accounting body;
 - (ii) reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grades of Internal Control Officer/Senior Internal Control Officer and Principal Internal Control Officer;
 - (iii) have a good knowledge of internal control procedures and related legislation;
 - (iv) have the ability to lead and motivate staff; and
 - (v) possess good interpersonal and communication skills.
- Role and Responsibilities:** To assist and advise the Accounting Officer/Supervising Officer of Ministries/ Departments on good governance, risk management and control processes.
- Duties:**
1. To be in charge, as and when required, of the Internal Control Unit of a Ministry/Department and to be responsible for its day-to-day management.
 2. To plan, organise and coordinate internal audit functions in Ministries/ Departments.

/2...

CERTIFIED CORRECT


.....
S. Chundunsing (Mrs)
for Secretary for Public Service

26 September 2019

Date.....



GOVERNMENT OF MAURITIUS

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

-2-

3. To evaluate the adequacy of risk management, internal control and governance processes in Ministries/Departments.
4. To conduct audit work/assignment.
5. To analyse findings of Internal Control Officer/Senior Internal Control Officers and, where necessary, conduct further investigations.
6. To report to the Accounting Officer/Supervising Officer on major internal audit findings and propose corrective measures.
7. To review working paper files (Audit Files) and issue internal audit reports.
8. To liaise with Supervising Officers and Audit Committee of Ministries/Departments on audit findings and recommendations.
9. To follow up on recommendations made in Internal Audit Reports and ascertain that corrective actions are taken on audit findings.
10. To supervise and provide guidance to internal audit staff and ensure the quality of audit activities in line with Financial Management Kit.
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 Assistant Manager, Internal Control in the roles ascribed to him.

CERTIFIED CORRECT

.....
S. Chundung
S. Chundung (Mrs)
for Secretary for Public Service

26 September 2019

Date.....

