

GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development

Post: Internal Control Officer/Senior Internal Control Officer

Salary: Rs 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 (01 33 65)

Effective Date: 23 April 2014

Qualifications: By selection from among serving officers who hold a substantive appointment and who –

- (i) have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) of the ACCA Examinations

or

- (ii) have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examinations (New Syllabus)

or

- (iii) possess equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

- Duties:**
1. To carry out internal audit in finance, stores, transport and other operations of Ministries/Departments (including Rodrigues) in accordance with internal audit programmes and procedures.
 2. To maintain adequate documentations and records of work performed, including daily progress sheets.
 3. To prepare and update working paper files.
 4. To assist in the framing of internal audit programmes.
 5. To report on internal audit findings and propose corrective measures.

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CERTIFIED CORRECT



for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
 23 April 2014
 Date.....

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6. To review internal audit reports and to ensure that the recommendations made on audit findings are satisfactorily implemented.
7. To use ICT in the performance of his duties.
8. 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 Internal Control Officer/Senior Internal Control Officer in the roles ascribed to him.



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A handwritten signature in black ink, appearing to be "R. J. ...", written over a horizontal dotted line.

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

23 April 2014

Date.....