

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

- Ministry:** Finance and Economic Development
- Post:** Manager, Internal Control
- Salary:** Rs 39,575 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (01 070 085)
- Effective Date:** 28 November 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Manager, Internal Control who reckon at least three years' service in a substantive capacity in the grade and who possess –
- (i) leadership qualities and good organising abilities;
 - (ii) ability to deal with complex audit problems;
 - (iii) administrative and good communication skills;
 - (iv) ability to lead and motivate a team of officers; and
 - (v) training abilities.
- Role and Responsibilities:** To assist Accounting Officers/Supervising Officers in ensuring that all activities in Ministries/Departments are protected from waste, fraud and mismanagement.
- Duties:**
1. To take charge of and exercise supervision of a division of the Internal Control Unit in a Ministry/Department.
 2. To plan, organise and coordinate internal audit functions in Ministries/Departments (including Rodrigues) in line with Financial Management Kit.
 3. To ensure the adequacy and effectiveness of risk management, internal control and governance processes in Ministries and Departments and to evaluate and test the systems of internal control.
 4. To frame, review and update internal audit programmes.
 5. To liaise with the National Audit Office and other institutions on matters relating to internal control.
 6. To review internal audit reports prepared by Assistant Managers, Internal Control and Principal Internal Control Officers.

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7. To supervise and review the internal audit activities to ensure compliance with Financial Management Kit.
8. To train and provide guidance to staff.
9. To prepare draft internal control guides and instructions.
10. To liaise with the Accounting Officers/Supervising Officers on audit findings and to ensure that corrective actions are taken thereon.
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 Manager, Internal Control in the roles ascribed to him.

Note

The Manager, Internal Control may be required to serve on a tour of service in Rodrigues.



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