

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the Public Sector Governance
- Post:** Lead Financial and Governance Analyst
- Salary:** Rs 62,375 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (01 81 89)
- Effective Date:** 23 July 2014
- Qualifications:**
 - A. By selection from among officers in the grade of Financial and Governance Analyst/Senior Financial and Governance Analyst who –
 - (i) reckon at least six years’ service in a substantive capacity in the grade or an aggregate of at least six years’ service in a substantive capacity in the grades of Financial and Governance Analyst/Senior Financial and Governance Analyst and the former grades of Senior Analyst and Analyst; and
 - (ii) are registered as a professional accountant with the Mauritius Institute of Professional Accountants (MIPA) in accordance with section 51 of the Financial Reporting Act.
 - B. Candidates should –
 - (i) have a good understanding of administrative, management and governance issues in the Public Sector;
 - (ii) have good knowledge of governance concepts and principles;
 - (iii) have the ability to work on reform projects;
 - (iv) possess sound management consultancy skills;
 - (v) possess effective analytical skills and have problem-solving abilities;
 - (vi) possess skills relating to financial control and have effective team spirit; and
 - (vii) possess good communication and interpersonal skills.

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CERTIFIED CORRECT

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S. Chandris
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 23 July 2014
 Date.....

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NOTE

For the first intake, by appointment of officers who hold a substantive appointment in the grade of Lead Analyst and who –

- (i) were officers of the former Financial and Management Analyst Cadre of the ex-Management Audit Bureau in the Ministry of Finance and Economic Development;
- (ii) have opted for the revised emoluments and terms and conditions set out in the Pay Research Bureau Report 2013; and
- (iii) opt to join the establishment of the Office of Public Sector Governance as Lead Financial and Governance Analyst.

Role and Responsibilities:

To be responsible to the Director-General, Office of the Public Sector Governance and the Director, Office of the Public Sector Governance for the overall management and administration of the Office of the Public Sector Governance.

Duties:

1. To conduct corporate governance assessments and reviews and organisational and management reviews.
2. To carry out research, organise seminars and training on corporate governance.
3. To monitor the implementation of the Annual Report of the National Audit Office, the Performance Audit Report and the Internal Control Reports as well as the recommendations made by the Public Accounts Committee.
4. To monitor and assess the effectiveness of Audit Committees in Public Sector organisations.
5. To assist in training and conduct research studies with a view to promoting reforms in Public Sector organisations.
6. To assist in ensuring that the services provided are responsive to the needs of the public and other stakeholders.

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7. To conduct special inquiries into reported cases of mismanagement in Public Sector organisations and submit recommendations thereon.
8. To conduct program evaluation to ensure that Public Sector organisations adopt cost-effective ways in the provision of quality service.
9. To assist in developing a framework for a standardised electronic Physical Asset Management (PAM) system.
10. To prepare and review reports.
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 Lead Financial and Governance Analyst in the roles ascribed to him.

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*for Senior Chief Executive
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23 July 2014

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