

GOVERNMENT OF MAURITIUS

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

Department: National Audit Office

Post: Assistant Director of Audit

Salary: Rs 42,500 x 1,250 – 50,000 x 1,500 – 56,000 x 2,000 – 60,000 (01 69 81)

Effective Date: 24 November 2008

Qualifications: By selection from among officers in the grades of -

- (i) Head, Examiner of Accounts Cadre; and
- (ii) Principal Auditor and Deputy Head, Examiner of Accounts Cadre who reckon at least two years' service in a substantive capacity in their respective grades, who -
 - (a) are registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with section 51 of the Financial Reporting Act; and
 - (b) possess -
 - (i) strong financial reporting skills;
 - (ii) good conceptual and analytical skills;
 - (iii) team spirit and leadership qualities; and
 - (iv) good communication and interpersonal skills.

Duties:

1. To assist the Director of Audit and the Deputy Director of Audit in the day-to-day management and supervision of audit assignments generally.
2. To manage one of the divisions of the National Audit Office.
3. To perform, *inter alia*, the following duties:-
 - (a) to plan and control audit assignments;
 - (b) to control the quality of work, review and update methods and procedures, ensure the quality and sufficiency of audit evidence and develop professional standards;

/2...

CERTIFIED CORRECT

R Ruc

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 24 NOV 2008



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

-2-

- (c) to discuss and finalise findings arising out of audit assignments with accounting officers;
 - (d) to finalise reports on Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly and paragraphs for the Annual Audit Report for submission to the Director of Audit;
 - (e) to develop and implement staff training programmes with special emphasis on new areas such as performance audit, computer audit, etc;
 - (f) to carry out special audit investigations which may include taking charge of one or more divisions of the National Audit Office;
 - (g) to ensure that the "Revised Laws of Mauritius" and other rules and regulations, specially those relating to finance, stores and establishment, are always kept up to date;
 - (h) to undertake research work in relation to accounting and auditing; and
 - (i) to ensure the maintenance of professional standards in line with the requirements of accepted accounting and auditing standards and guidelines.
4. 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 Assistant Directors of Audit in the roles ascribed to them.



CERTIFIED CORRECT

R R u e

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

Date..... **24 NOV 2008**