

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

- Department:** National Audit Office
- Post:** Chief Examiner of Accounts
- Salary:** Rs 31,250 x 1,250 – 45,000 (01 60 71)
- Effective Date:** 8 January 2010
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Examiner of Accounts who reckon at least two years' service in a substantive capacity in the grade and who have –
- (i) good organising skills; and
 - (ii) the ability to manage a team of officers.
- Duties:**
1. To assist the divisional head in the day-to-day management and in the planning of audit assignments generally.
 2. To monitor audit work and to provide guidance to audit teams on the preparation, processing and reviewing of working paper files.
 3. To assume direct responsibility for one or more audit inspections in Ministries and Departments, Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly including special funds, whenever required.
 4. To develop and keep up to date, the audit approach and procedures.
 5. To carry out such other duties as may be assigned to him by the Director of Audit including any special investigations and the preparation of reports thereon.
 6. To verify financial statements, including special funds and to submit reports thereon.
 7. To prepare draft audit guides and instructions, etc.
 8. To undertake staff training.
 9. To use ICT in the performance of his duties.
 10. 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 Chief Examiners of Accounts in the roles ascribed to them.



CERTIFIED CORRECT

Alexandra

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

08 JAN 2010

Date.....