

GOVERNMENT OF MAURITIUS

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

- Department:** National Audit Office
- Post:** Deputy Head, Examiner of Accounts Cadre
- Salary:** Rs 37,500 x 1,250 – 50,000 (01 65 75)
- Effective Date:** 8 January 2010
- Qualifications:** By selection from among officers in the grade of Chief Examiner of Accounts who reckon at least three years' service in a substantive capacity in the grade and have –
- (i) proven administrative and organising abilities;
 - (ii) good communication and interpersonal skills;
 - (iii) initiative and leadership qualities;
 - (iv) training potential; and
 - (v) sound judgement.
- Role and Responsibilities:** To assist in the management of the technical activities of the National Audit Office and ensure that these are carried out in line with best practices.
- Duties:**
1. To deputise for the Head, Examiner of Accounts Cadre, as and when required.
 2. To assist the Head, Examiner of Accounts Cadre in the management of his division and to monitor the quality of audit work and provide guidance on quality control and quality assurance.
 3. To assist the Head, Examiner of Accounts in the preparation of manuals, guides and programmes.
 4. 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.
 5. To mentor, coach and provide training to junior staff.
 6. To use ICT in the performance of his duties.
 7. 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 Deputy Head, Examiner of Accounts Cadre in the roles ascribed to him.



CERTIFIED CORRECT

Atkinson

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

08 JAN 2010

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