

GOVERNMENT OF MAURITIUS

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

Department: National Audit Office

Post: Head, Examiner of Accounts Cadre

Salary: Rs 50,000 x 1,500 – 56,000 x 2,000 – 60,000 (01 75 81)

Effective Date: 20 January 2010

Qualifications: By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Deputy Head, Examiner of Accounts Cadre and who –

- (i) have managerial and leadership skills; and
- (ii) show initiative and drive.

Role and Responsibilities: To manage the technical activities of the National Audit Office and ensure that these are carried out in line with best practices.

- Duties:**
1. To be responsible for the management of the Examiner of Accounts Cadre.
 2. To manage one of the Divisions of the National Audit Office, whenever required.
 3. To perform 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;
 - (c) to discuss and finalise findings arising out of audit assignments with accounting officers;
 - (d) to finalise reports on Statutory Bodies and paragraphs for 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;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

20 JAN 2010

Date.....

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- (f) to carry out special audit investigations and to prepare draft audit guides and instructions, whenever required;
 - (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 use ICT in the performance of his duties.
5. 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 Head, Examiner of Accounts Cadre in the roles ascribed to him.



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

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