

GOVERNMENT OF MAURITIUS

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

- Department:** National Audit Office
- Post:** Principal Examiner of Accounts (Restyled Deputy Examiner of Accounts)
(CEoAC Report 2013)
- Salary:** Rs 25,600 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 36,250 (01 54 64)
- Effective Date:** 8 January 2010
(Restyled Principal Examiner of Accounts (CEoAC Report 2013))
- Qualifications:** { By promotion, on the basis of experience and merit, of officers in the grade of Senior Examiner of Accounts) who reckon at least two years' service in a substantive capacity in the grade and who have –
 - (i) good communication and interpersonal skills; and
 - (ii) the ability to manage time effectively.
- Duties:**
 1. To assist in the planning of audit assignments.
 2. To exercise general supervision over or to take charge of one or more audit inspections which includes responsibility for -
 - (a) the management and control of the audit assignment of Ministries and Departments, Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly;
 - (b) the actual examination of accounts; and
 - (c) drafting of management letters on matters arising out of the inspections.
 3. To undertake staff training and to prepare draft audit guides and instructions.
 4. To undertake the examination of annual statements, the review of examined statements, the preparation of annual or other audit reports and the review of draft reports submitted by Examiners of Accounts.
 5. To prepare, process and review working paper files for submission to divisional heads.
 6. To carry out performance audit, programme evaluation and computer audit and any other special assignment.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

08 JAN 2010

Date.....

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7. To use ICT in the performance of his duties.
8. 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 Principal Examiners of Accounts in the roles ascribed to them.



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

Date. **08 JAN 2010**