

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

- Department:** National Audit Office
- Post:** Auditor
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (01 058 081)
- Effective Date:** 16 April 2021
- Qualifications:** A. By selection from among officers in the Examiner of Accounts Cadre who reckon at least three years' service in a substantive capacity in the Cadre and who possess a pass at the final examination required for admission to membership of one of the following bodies –
- (a) The Institute of Chartered Accountants of England and Wales
 - (b) The Institute of Chartered Accountants of Scotland
 - (c) The Institute of Chartered Accountants of Ireland
 - (d) The Association of Chartered Certified Accountants
 - (e) The Institute of Chartered Accountants of India
 - (f) The Chartered Institute of Management Accountants
 - (g) The South African Institute of Chartered Accountants
 - (h) The Chartered Institute of Public Finance and Accountancy

OR

An equivalent professional accountancy qualification acceptable to the Public Service Commission.

- B. Candidates should –
- (i) be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Reporting Act;
 - (ii) possess good interpersonal and communication skills;
 - (iii) possess analytical skills and sound judgement; and
 - (iv) have the ability to manage time effectively.

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CERTIFIED CORRECT

P. Neerunjun

P. Neerunjun (Mrs)
for Secretary for Public Service

16 April 2021

Date.....

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Duties:

1. To assist in the planning of audit assignments.
2. To exercise general supervision over or actually to take charge of one or more audit inspections which includes responsibility for –
 - (a) the management and control of the audit assignment of Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly;
 - (b) the actual examination of accounts; and
 - (c) drafting of letters on matters arising out of inspections.
3. To carry out performance audit, program evaluation and computer audit and any special investigation as may be assigned.
4. To undertake staff training and to prepare draft audit guides and instructions.
5. To assist in, or personally to undertake the examination of annual statements or the review of examined statements, the preparation of annual or other audit reports or the review of draft reports, as well as ensuring an effective application of quality control procedures.
6. To prepare, process and review working paper files for submission to the head of the Division.
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 the Auditor in the roles ascribed to him.



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for Secretary for Public Service

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