

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

- Department:** National Audit Office
- Post:** Principal Auditor
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450
(01 075 089)
- Effective Date:** 16 April 2021
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Auditor who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) are registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Reporting Act;
 - (ii) possess strong leadership, managerial and supervisory skills;
 - (iii) possess strong interpersonal, communication and analytical skills; and
 - (iv) are proactive and have the ability to meet tight deadlines.
- Role and Responsibilities:** To assist in the planning, supervision, monitoring and execution of audit assignments.
- Duties:**
1. To assist the Director of Audit or any other officer designated by him in his day-to-day management and planning of audit assignments.
 2. To assume direct responsibility for one or more audit inspections of Ministries and Departments, Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly including special funds.
 3. To monitor audit work and provide guidance to audit teams on those procedures that relate to audit practices in general and on the preparation, processing, reviewing of working paper files.
 4. To carry out regular field supervision on audit sites and ensure that the highest standards and output of work are achieved.
 5. To carry out Training and Manpower Development Programme of the National Audit Office.

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P. Neerunjun
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P. Neerunjun (Mrs)
for Secretary for Public Service

16 April 2021

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6. To develop and keep up-to-date, the audit approach and procedures and maintain professional standards in line with the requirements of accepted accounting and auditing standards and guidelines.
7. To prepare drafts on matters of importance to be included in the Annual Audit Report and reports on Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly.
8. To finalise reports on Parastatal and other Statutory Bodies and paragraphs for annual Audit Report for submission to the Director of Audit.
9. To carry out any special investigation and prepare reports therefrom.
10. To use ICT in the performance of his duties.
11. 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 Principal Auditor in the roles ascribed to him.



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P. Neerunjun

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P. Neerunjun (Mrs)
for Secretary for Public Service

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