

GOVERNMENT OF MAURITIUS

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

- Department:** National Audit Office
- Post:** Senior Auditor
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (01 069 085)
- Effective Date:** 16 April 2021
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of 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 good organising and managerial skills;
 - (iii) possess leadership and supervisory skills;
 - (iv) have good analytical skills; and
 - (v) have the ability to meet tight deadlines.

Role and Responsibilities: To be responsible for the audit of financial statements and accounts of Public Bodies.

- Duties:**
1. To assist the head of the Division in the planning of audit assignments.
 2. To assume direct responsibility for one or more audit inspections in Ministries and Departments, Parastatal and other Statutory Bodies, Local Authorities and the Rodrigues Regional Assembly including special funds.
 3. To exercise supervision over or to take charge of one or more audit assignments.
 4. To draft and coordinate queries, memoranda and letters on matters arising out of the audit assignments.
 5. To prepare, process and review working paper files for submission to the head of Division.

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CERTIFIED CORRECT

P. Neerunjun

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P. Neerunjun (Mrs)
for Secretary for Public Service

16 April 2021

Date.....

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6. To draft letters on matters relating to audit reports on the Central and Local Government and other Public Bodies.
7. To review and update the audit approach and procedures, ensure the quality and sufficiency and audit evidence, develop and maintain professional standards in line with the requirements of accepted accounting and auditing standards and guidelines.
8. To carry out performance audit, program evaluation and computer audit.
9. To undertake on-the-job training of staff, develop and conduct staff training programmes.
10. To carry out any special investigation, the preparation of reports therefrom and help in the preparation of auditing guidelines and procedures.
11. To use ICT in the performance of his duties.
12. 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 Senior Auditor in the roles ascribed to him.



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