

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

- Ministry:** Industrial Development, SMEs and Cooperatives (Co-operatives Division)
- Post:** Senior Co-operative Auditor
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (18 069 085)
- Effective Date:** 21 October 2020
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Co-operative Auditor who reckon at least two years' service in a substantive capacity in the grade and who –
- (a) possess leadership and supervisory skills;
 - (b) have the ability to meet tight deadlines; and
 - (c) have good analytical skills.
- Duties:**
1. To be responsible to the Principal Co-operative Auditor for the performance of the following duties –
 - (a) to assist in the planning of audit assignments of the Co-operative Societies in strict conformity with the provision of the Co-operatives legislation and other related enactments;
 - (b) to supervise the work and performance of Co-operative Auditors;
 - (c) to exercise supervision over or take charge of other audit assignments, as and when required;
 - (d) to prepare, process and review working paper files for submission to the head of division;
 - (e) to draft letters on matters relating to audit reports on the Co-operative Societies;
 - (f) to review and update the audit approach and procedures and ensure that quality, sufficiency and audit evidence are maintained as professional standards in accordance with Co-operative legislation and other related enactments;
 - (g) to report any malpractices, infringes and unfavourable reports;

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D. Gowry
D. Gowry (Mrs)
for Secretary for Public Service

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-2-

- (h) to carry out –
 - (i) performance audit, programme evaluation and computer audit;
 - (ii) sensitisation and awareness campaigns to promote Co-operative Development in the community; and
 - (iii) special investigations/assignments and submit relevant reports;
 - (i) to perform regular field supervision on audit sites;
 - (j) to review and report on the internal control system in Co-operative Societies;
 - (k) to undertake on-the-job training of staff, develop and conduct staff training programme;
 - (l) to prepare and submit audit statistical materials and related reports on economic situation of Co-operatives and Co-operative Societies; and
 - (m) to assist in undertaking research work in relation to accounting and auditing.
2. To use ICT in the performance of his duties.
3. 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 Co-operative Auditor in the roles ascribed to him.



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