

**Local Government Service Commission Circular Note No.75 of 2018**

VACANCIES FOR THE POST OF  
INTERNAL CONTROL OFFICER/SENIOR INTERNAL CONTROL OFFICER  
LOCAL GOVERNMENT SERVICE

*(Details of this advertisement are also available at <http://lgsc.govmu.org>)*

Applications are invited from among serving employees of the Local Government Service who wish to be considered for appointment as Internal Control Officer/Senior Internal Control Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 17375 a month.

**2. QUALIFICATIONS:**

**A. *By selection from among serving officers who hold a substantive appointment and who have:***

*successfully completed all papers of Fundamentals (Knowledge) (formerly Part I of the ACCA) and Paper F4 of Fundamentals (Skills) (formerly Part II of the ACCA).*

**Or**

*obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examinations (New Syllabus)*

**Or**

*An equivalent qualification acceptable to the Local Government Service Commission.*

**B. *Candidates should be computer literate and conversant with spreadsheet and other office packages.***

**NOTE:**

1. The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

2. Candidates are not required to enclose photocopies of their National Identity Card, Academic/Technical qualifications when submitting their application forms but these should be available and produced when convened for a Verification of Documents / Interview.
3. Candidates may be outposted to any sub office of the Local Authority.

**3. DUTIES:**

1. To assist the Principal Internal Control Officer in his/her duties.
2. To carry out internal audit functions including system evaluation, operational, performance and programme based audits in Local Authorities.
3. To carry out internal audit in finance, stores, transport and other operations of the Local Authority in accordance with internal audit programmes and procedures.
4. To prepare draft queries, memoranda and inspection reports and maintain adequate documentation record of work performed including progress sheet.
5. To ensure that the system of internal checks and safeguards are adequate and that weaknesses of system or cases of serious waste or other loss are brought to light and properly pursued without delay.
6. To ensure that audit works are carried out in accordance with established international standards for the professional practice of Internal Auditing and the Financial Management Manual and regulations in force.
7. To maintain adequate documentations and records of work performed.
8. To conduct a programme of stock verification in departments and attend to yearly stock taking.
9. To prepare and update working paper files.
10. To examine annual statements and to draft reports thereon.
11. To report on internal audit findings and propose corrective measures.
12. To carry out follow up exercise on internal and external audit reports.
13. To make spot and surprise checks when required.
14. To perform word/data processing and other basic ICT functions.
15. 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 Internal Control Officers/Senior Internal Control Officers in the roles ascribed to them according to their posting.

4. **MODE OF APPLICATION:**

(i) Qualified candidates should submit their applications:

(a) **either**

on **LGSC Form 7a** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) **or**

online through the website of the LGSC at <http://lgsc.govmu.org> or through the Government Citizen Portal at <http://citizen.govmu.org>

**Note 1:** Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the above-mentioned address.

**Note 2:** Prospective candidates willing to submit their application online may also call on weekdays either at the seat of the Local Government Service Commission from 1.00 pm to 3.00 pm or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

(ii) Candidates are encouraged to submit their applications online.

(iii) Candidates should submit their applications **in duplicate**, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

(iv) Candidates are advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the application form.

(v) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Internal Control Officer/Senior Internal Control Officer -  
Local Government Service”**

5. **CLOSING DATE:**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 3.00 pm on Wednesday 19 December 2018.**

**IMPORTANT**

- (i) Qualifications and equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) Applications not made on the prescribed form will not be considered.*
- (iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.*
- (v) The Commission reserves the right:
  - (a) not to make any appointment following this advertisement;*
  - (b) to convene only the best qualified candidates for interview.**

**Local Government Service Commission  
Louis Pasteur Street  
FOREST SIDE**

**Date: 6 December 2018**