

## **LOCAL GOVERNMENT SERVICE COMMISSION**

### **VACANCIES FOR THE POST OF INTERNAL AUDITOR IN THE LOCAL GOVERNMENT SERVICE**

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

Applications are invited from qualified candidates who wish to be considered for appointment as **Internal Auditor** in the Local Government Service.

The permanent and pensionable post carries salary in the scale Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 28,625 a month.

#### **II. AGE LIMIT**

Candidates should have reached their **18<sup>th</sup>** birthday and, unless already in the Local Government Service/Public Service/Approved Service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

#### **III. QUALIFICATIONS**

By selection from candidates possessing:-

- A. A pass in the final examination required for admission to membership of one of the following bodies:-
- (i) The Association of Chartered Certified Accountants;
  - (ii) The Institute of Chartered Accountants of England and Wales;
  - (iii) The Institute of Chartered Accountants of Scotland;
  - (iv) The Institute of Chartered Accountants of Ireland;
  - (v) The Chartered Institute of Management Accountants; and
  - (vi) The Chartered Institute of Public Finance and Accountancy.

**Or**

Equivalent qualifications acceptable to the Local Government Service Commission

B. Candidates should:

- (i) be registered as professional Accountant with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Reporting Act 2004;
- (ii) reckon at least two years post qualification experience in internal control and auditing;
- (iii) possess good interpersonal and communication skills; and
- (iv) possess good analytical skills and sound judgment.

**NOTE 1: Candidates should produce written evidence of any experience/knowledge claimed.**

**NOTE 2: 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.**

**NOTE 3: Candidates should enclose photocopies of their academic/technical qualifications, their valid registration Certificate/proof of application made for renewal of membership with the relevant body, their National Identity Card and, where applicable, relevant documentary evidence of experience claimed.**

**NOTE 4: Candidates may be requested to submit a Certificate of Character.**

**NOTE 5: Candidates are informed that they may be outposted to any sub office of the Local Authority.**

#### **IV. ROLE AND RESPONSIBILITIES**

To be responsible to the Chief Executive for the overall organisation, control and monitoring of the Internal Audit Section and for the proper conduct of the internal audit functions of the Council.

## V. DUTIES

1. To be responsible to the Chief Executive for the administration and efficient running of the Internal Audit Section of the Council.
2. To submit to the Chief Executive within a maximum period of six months after the closing of the Financial Year an Internal Control report on the accounting and financial situation of the Council.
3. To be responsible for the conduct of internal audit functions including risk management, system evaluation, operational performance and programme based audit of the Council.
4. To devise and implement an Internal Audit System for the purpose of ensuring and monitoring the accuracy, reliability and effectiveness of all activities and operations of the Council.
5. To plan, lead, organise and control activities within the section.
6. To prepare strategic and annual audit plans.
7. To recommend improvement to accounting and other records, procedures and systems of the Council with a view to eliminating errors, preventing fraud and minimising wastage.
8. To prepare individual audit plan for audit assignments.
9. To carry out physical check and control over assets/materials and works on sites.
10. 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 Kit and Regulations in force.
11. To build audit teams and prepare the internal audit program and monitor its implementation.
12. To report on deficiencies and malpractices observed and propose remedial actions.
13. To ascertain that statutory provisions and internal regulations are being complied with.
14. To ensure soundness, adequacy and application of internal controls.
15. To supervise the work of subordinate staff and provide training in auditing practices.
16. To foster constructive working relationship and mutual understanding with management, external auditors and other stakeholder for proper coordination of work.

17. To undertake special audit investigations at the level of Local Authorities as directed by the Ministry.
18. To use Information and Communication Technology in the performance of his/her duties.
19. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Internal Auditors in the roles ascribed to them according to their postings.

## VI. **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 Local Government Service Commission 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 following address: <http://lgsc.govmu.org>.

**Note 2:** Prospective candidates willing to submit their applications 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 already in the Local Government Service 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 Auditor, Local Government Service”**

**VII. CLOSING DATE**

Qualified candidates should submit their applications to the **Secretary, Local Government Service Commission, Louis Pasteur Street, Forest Side** so as to reach him **not later than 3.00 p.m. on Wednesday 24 July 2019.**

**IMPORTANT**

- (i) **Qualifications/equivalence of qualifications and recognition of institution 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; and**
  - (b) **to convene only the best qualified candidates for interview.**

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

**Date: 11 July 2019**