



From: Director

**To : Heads of Ministries/Departments/Parastatal
Organisations**

**Vacancy for the post of Internal Control Officer/Senior Internal
Control Officer and Confidential Secretary at the Mauritius
Oceanography Institute**

The Mauritius Oceanography Institute (MOI) is a parastatal body under the aegis of the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping. The main objects of the Institute are, inter alia, to foster interest in research and development in relation to oceanography and to advise Government on the formulation and implementation of policies and programmes in respect of oceanography and related aspects.

Applications are invited from Public Officers (including those in Parastatal Bodies) who wish to be considered for appointment at the MOI as:

- A. Internal Control Officer/Senior Internal Control Officer**
- B. Confidential Secretary**

POST A: INTERNAL CONTROL OFFICER/ SENIOR INTERNAL CONTROL OFFICER

QUALIFICATIONS

By selection from among officers in the Public Service who hold a substantive appointment and who:

- (i) have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) of the ACCA Examinations; **OR**
- (ii) have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examinations (New Syllabus); **OR**
- (iii) possess equivalent qualifications to (i) and (ii) above acceptable to the Board.

DUTIES

1. To carry out internal audit in finance, stores, transport and other operations of the Institute in accordance with internal audit programmes and procedures.
2. To maintain adequate documentations and records of work performed, including daily progress sheets.

3. To prepare and update working paper files.
4. To assist in the framing of internal audit programmes.
5. To report on internal audit findings and propose corrective measures.
6. To review internal audit reports and to ensure that the recommendations made on audit findings are satisfactorily implemented.
7. To use ICT in the performance of their duties.
8. 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 Internal Control Officer/Senior Internal Control Officer in the roles ascribed to the officer.

SALARY

The permanent and pensionable post carries salary in the scale of MOI 12A:

Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800

POST B: CONFIDENTIAL SECRETARY

QUALIFICATIONS

By Selection from among officers in the grades of:-

- (i) Senior Word Processing Operator; and
- (ii) Word Processing Operator

Who:-

1. reckons at least 15 years' service in a substantive capacity in the cadre;
2. possess a certificate in word processing from a recognized institution
3. is fluent in English and French
4. has shown qualities of trustworthiness, discretion, maturity, tact and initiative;
5. is capable of dealing efficiently with members of the public; and
6. is able to work under pressure.

NOTE(S):

Candidates should provide written evidence of experience/knowledge claimed.

Confidential Secretaries may be required to follow training, as and when required, to equip them to perform their tasks.

DUTIES

1. To arrange appointments and deal with enquiries.

2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
3. To take messages and facilitate the process of communication between the relevant stakeholders.
4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
5. To perform word processing and telex/telefax/photocopy duties and simple computer/data processing word and operate e-mail services.
6. To keep track of important documents, papers and make them available expeditiously.
7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
8. To ensure that meetings are well organised and take place in time and appropriate information is made available.
9. To use ICT in the performance of their duties.
10. 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 Confidential Secretaries in the roles ascribed to the officer.

NOTE:

The Confidential Secretary may be required to work outside normal working hours.

SALARY

The permanent and pensionable post carries salary in the scale of MOI 10:

Rs. 19200 x 375 - 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 - 37125 x 1225 – 38350 a month.

AGE LIMIT

Candidates unless already in the Service, should not have reached their 45th birthday by the closing date for the submission of applications.

MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed form which may be obtained either from the Reception Counter of the Institute or from the website on <http://moi.govmu.org/application.doc>

- (b) Applications should be submitted in **duplicate**, the original to be sent directly to the Director, Mauritius Oceanography Institute, Avenue des Anchois, Morcellement De Chazal, Albion, **within the closing date** for submission of applications and the **duplicate through their respective Supervising/Responsible Officer** who will forward the duly filled in form to the Mauritius Oceanography Institute on the above address **within a week of the closing date**.
- (c) The envelope should be clearly marked “Post of Internal Control Officer” as appropriate in the top left hand corner.
- (d) Applications not made on the prescribed form will not be accepted.
- (e) Applications received after the closing date and time will not be considered.

NOTE:

The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so.

CLOSING DATE

Completed and duly signed application forms should reach the Director, Mauritius Oceanography Institute, Avenue des Anchois, Morcellement de Chazal, Albion, not later than 16 00 hours by 26th March 2018.

NOTE:

The Board of the Mauritius Oceanography Institute reserves the right to convene only the best qualified candidates for interview as well as the right not to make any appointment following this advertisement.