

SCHEME OF SERVICE

- Organisation:** Mauritius Oceanography Institute
- Post:** Internal Control Officer/Senior Internal Control Officer
- Salary:** Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675- 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 (MOI 13)
- Effective Date:** 30 January 2018
- Qualifications:** By selection from among officers in the Public Services 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 him.

**Approved Scheme of Service
30 January 2018**