

**Local Government Service Commission Circular Note No. 3 of 2010**

**Vacancies for the post of Internal Control Officer**

**Local Government Service**

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

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

The permanent and pensionable post carries salary in the scale of Rs 12,300 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 26,400 a month plus salary compensation at approved rates.

Appointment in a temporary capacity carries salary at the flat rate of Rs 12,300 a month plus salary compensation at approved rates.

**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 1 of the ACCA) and Paper F4 of Fundamentals (Skills) (formerly Part II of the ACCA)*

*Or*

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

*Or*

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

**(B)** *Candidates should be computer literate and conversant in spreadsheet and other office packages.*

**3. Duties:**

1. To assist the Senior Internal Control Officer in his 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 exercises 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 incumbents in the roles ascribed to them according to their postings.

4. **Mode of Application**

- (i) Qualified candidates should submit their applications:

- (a) **either**

on LGSC Form 7 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.gov.mu> or through the Government Citizen Portal at <http://citizen.gov.mu>

**Note 1:** Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC 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 13.00 hours to 15.00 hours **or** at any Local Authority during the prescribed hours where such facilities are offered free of charge.

**Note 3:** Acknowledgement of applications will be made as far as possible by email.

(ii) Candidates should submit their application 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.

(iii) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.

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

**"Post of Internal Control Officer, Local Government Service"**

#### 5. Closing Date

Qualified candidates should submit their application 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 05 March 2010.**

#### **IMPORTANT**

(i) 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 on time lies solely on applicants.
- (v) The Commission reserves the right not to make any appointment following this advertisement.

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

**Date : 19 February 2010**

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