

MAURITIUS PORTS AUTHORITY

DUTIES FOR THE POST OF IT AUDITOR

	Main Duties
IT Audits	<ul style="list-style-type: none"> ▪ To assist the Manager, Audit & Investigation in the planning, designing and implementation of IT audit assignments. ▪ To assess the reliability and integrity of IT systems. ▪ To verify whether the information processing facility is controlled to ensure timely, accurate and efficient processing of applications under normal and potentially disruptive conditions. ▪ To audit IT systems and applications in terms of appropriateness, efficiency, and adequate control to ensure valid, reliable, timely and secure input, processing, and output at all levels of a system's activity. ▪ To audit the systems under development with respect to meeting the objectives of the MPA and ensuring that the systems are developed in accordance with generally accepted standards. ▪ To audit the business continuity plans in terms of their capability to resume processing, in the event of operational IT failures. ▪ To apply IT audits techniques(CAAT)to the use of computers, including software as a tool to independently test integrity and reliability of computer data.
Security and Controls	<ul style="list-style-type: none"> ▪ To ensure security controls are in place with regards to Network Communication. ▪ To perform application controls (i.e. documentation standards / input processing; output controls and data file controls). ▪ To review the general controls (audit of operation and maintenance) and adequacy of procedures for effective and efficient day to day operation of computer facilities. ▪ To ensure proper keeping of working papers for assignments.
Reporting and Escalation	<ul style="list-style-type: none"> ▪ To follow-up and report on previous recommendations for reporting to Senior Management and the Audit Committee.
Other	<ul style="list-style-type: none"> ▪ To conduct such other related duties as assigned. ▪ To play an active role in promoting safety and security at the MPA. ▪ To adhere to and promote MPA's corporate values. ▪ To contribute to the enhancement of the port environment.

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DUTIES FOR THE POST OF CHIEF OFFICER AUDIT

	Main Duties
Audit	<ul style="list-style-type: none"> ▪ To plan audit assignments including performing preliminary reviews, to determine scopes of audits. ▪ To oversee and verify the timely completion of audit assignments, as per specified work plans. ▪ To audit contracts with respect to procedures and payments (i.e. works related to project management). ▪ To perform audits of all procurement of goods/services and stock controls. ▪ To perform audits of accounts receivable & payable and assets & liabilities in order to ensure accuracy and completeness; ▪ To participate in field work, as appropriate, to ensure the continuity of work quality. ▪ To prepare memoranda on audit findings and propose appropriate recommendations. ▪ To follow up and report on the implementation of previous audit recommendations to Senior Management. ▪ To ensure proper upkeep of working papers for assignments.
Investigations	<ul style="list-style-type: none"> ▪ To conduct investigations, as directed, into operational incidents within the Port area as well as suspected cases of non-compliance to SOP's and Regulations. ▪ To prepare an in-depth analysis of incidents and reporting on suspected malpractice that may be related to a range of issues: financial, operational, security, safety, legal etc ▪ To collaborate closely with external authorities (ICAC, Police, Government Officials, Regulatory Authority) where necessary ▪ To prepare reports on findings and actions
People Leadership and Development	<ul style="list-style-type: none"> ▪ To carry out the performance appraisals of staff under the positions' direct report. ▪ To coach, guide and mentor all staff under the positions' direct report.
Other	<ul style="list-style-type: none"> ▪ To play an active role in promoting safety and security at the MPA ▪ To adhere to and promote MPA's corporate values ▪ To contribute to the enhancement of the port environment ▪ To conduct such other related duties as assigned

DUTIES FOR THE POST OF CHIEF TECHNICIAN, ELECTRICAL SERVICES

	Main Duties
Electrical Maintenance Services	<ul style="list-style-type: none"> ▪ To assist the Superintendent in overseeing and supervision of all maintenance works and repairs of the Authority's assets ▪ To direct and guide shop floor staff. ▪ To carry out detailed diagnosis and troubleshooting of technical problems relating to the assets of the Authority and ensure the needed solutions are implemented. ▪ To participate in spare parts management. ▪ To consolidate operational and personal records such as time and job cards, inventory data, repair and maintenance statistics.
Health and Safety	<ul style="list-style-type: none"> ▪ To maintain and enforce safety practices. ▪ To investigate accidents and injuries, and prepare report of findings.
Leadership	<ul style="list-style-type: none"> ▪ To assist in the implementation of Performance Management System. ▪ To coach, guide and train all junior staff.
Other	<ul style="list-style-type: none"> ▪ To conduct such other related duties as assigned. ▪ To play an active role in promoting safety and security at the MPA. ▪ To adhere to and promote MPA's corporate values. ▪ To contribute to the enhancement of the Port Environment.

DUTIES FOR THE POST OF OFFICER, HUMAN RESOURCES

	Main Duties
Human Resource Operations	<ul style="list-style-type: none"> ▪ To assist in the proper administration of salary and related matters for the Authority. ▪ To assist in the processing of salaries and related payments, in conjunction with the Payroll Unit. ▪ To assist in the administration of welfare schemes. ▪ To follow up on SNC matters and other Employee Relations matters. ▪ To assist in the organisation and promotion of social and recreational activities. ▪ To assist in the screening of applications within the Recruitment process, where required. ▪ To assist the Manager, Health and Safety in Health and Safety matters.
Policy and Procedural Guidance	<ul style="list-style-type: none"> ▪ To provide advice and assistance on all Human Resources matters, in accordance with standing rules and regulations.
Data Record Verification	<ul style="list-style-type: none"> ▪ To act in the capacity of Super Time Keeper by aggregating and cross-checking data related to staff attendance from various Departments, to enable submissions to Payroll for the processing of overtime / allowances.
Stakeholder Support	<ul style="list-style-type: none"> ▪ To perform the duties of Secretary on various Committees concerning HR matters, as and when required. ▪ To attend to employees' complaints and grievances.
Technology and Architecture	<ul style="list-style-type: none"> ▪ To ensure the proper functioning of the Human Resource Management Information System and to report any inefficiencies / malfunctions to the HR Executive promptly. ▪ To assist in the implementation and monitoring of a Performance Management system.
Training and Development	<ul style="list-style-type: none"> ▪ To assist in the administration of training needs and coordination of training activities. ▪ To provide proper guidance to junior staff.
Other	<ul style="list-style-type: none"> ▪ To conduct such related duties, as assigned. ▪ To play an active role in promoting safety and security at the MPA. ▪ To adhere to and promote MPA's corporate values. ▪ To contribute to the enhancement of the Port Environment.

