GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Business, Enterprise and Co-operatives (Co-operatives Division)

Post: Senior Co-operative Officer

Salary: Rs 23,975 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 43,850
(18 052 073)

Effective Date: 01 December 2017

Qualifications: By promotion on the basis of experience and merit, of officers in the grade of
Co-operative Officer who reckon at least four years’ service in a substantive
capacity in the grade and who possess good communication and interpersonal
skills.

Duties:

1. To be responsible to and assist the Principal Co-operative Officer in his
   operational area/unit.

2. To ensure that Co-operative Societies within his operational area/unit
   operate within the ambit of the Co-operative Legislation and in
   accordance with co-operative principles as defined in the Co-operatives
   Act.

3. To assist in the proper functioning of a Regional Co-operative Centre
   (RCC) and Co-operative Societies covered by the RCC.

4. To supervise the work of Co-operative Officers.

5. To carry out general supervision, regular site visits and inspections.

6. To attend and conduct Board Meetings and General Meetings of
Co-operative Societies within his operational area/unit or as directed.

7. To deal with cases of Arbitration, Registration, Inspection, Inquiry and
   Liquidation, as and when required.

8. To ensure that established internal control systems are implemented and
   maintained.

9. To attend Court, Tribunal and/or any other regulatory institutions, as and
   when required.

10. To implement training and educational programmes for cooperators,
    public and members of his staff on co-operative matters.

/Certified Correct

for Secretary for Public Service

01 December 2017
Date.................................
11. To assist Co-operative Societies in the preparation of accounts, as and when required.

12. To carry out sensitisation and awareness campaigns to promote Co-operative Development in the community.

13. To keep records and statistics, prepare and submit regular progress reports relating to Co-operative Societies within his operational area/unit.

14. To use ICT in the performance of his duties.

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 the Senior Co-operative Officer in the roles ascribed to him.