

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

Ministry: Business, Enterprise and Cooperatives (Cooperatives)

Post: Registrar, Cooperative Societies

Salary: Rs 72,000 (18 00 86)

Effective Date: 14 March 2016

Qualifications: By selection from among –

A. Candidates who possess –

- (i) a degree in Law or Management or Business Administration or Economics or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission

OR

a professional qualification in Accountancy; and

- (ii) a minimum of five years' post qualification experience in a senior managerial position.

AND

B. officers in the grades of –

- (i) Deputy Registrar of Cooperative Societies;
- (ii) Divisional Cooperative Officer who reckon at least three years' service in a substantive capacity in the grade or an aggregate of at least five years' service in a substantive capacity in the grades of Divisional Cooperative Officer and Principal Cooperative Officer; and
- (iii) Principal Cooperative Officer who reckon at least eight years' service in the grade.


C. Candidates should –

- (i) be fully conversant with the Co-operatives Act, the rules and regulations made thereunder and the Co-operative Movement in Mauritius including Rodrigues;
- (ii) be well versed with project formulation and supervision;

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.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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- (iii) possess excellent leadership, managerial and organising skills;
- (iv) be proactive and able to work under pressure and meet tight deadlines;
- (v) possess excellent analytical skills and have the ability to adopt a multi-disciplinary approach to problem-solving and decision-making; and
- (vi) have the ability to lead and motivate a team of officers.

Role and Responsibilities:

To be responsible to the Supervising Officer on all matters relating to the Co-operative Movement and for the development and implementation of strategies/policies to drive the Co-operative Societies towards greater performance, good governance, transparency and accountability.

Duties:

1. To perform the duties of Registrar, Cooperative Societies in accordance with the Co-operatives Act and subsidiary legislation made thereunder.
2. To ensure that all Co-operative Societies in Mauritius including Rodrigues conduct their business strictly in accordance with the provision of the Co-operatives Act and of rules and regulations made thereunder.
3. To advise on the policy framework for the promotion, consolidation and development of the Co-operative Sector.
4. To constantly review and update the Co-operative set up and all legislation relating to Co-operatives.
5. To be responsible for –
 - (i) the conception, organisation and supervision of training programmes for the staff of the Co-operative Cadre;
 - (ii) the formulation and implementation of training programmes for the promotion of the Co-operative Sector in general; and

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- (iii) the formulation of budget proposals and monitoring of funds allocated to the Co-operative Movement.
- 6. To use ICT in the performance of his duties.
- 7. 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 Registrar, Cooperative Societies in the roles ascribed to him.



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[Signature]
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