

GOVERNMENT OF MAURITIUS


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

- Ministry:** Business, Enterprise and Co-operatives (Cooperatives 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.

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CERTIFIED CORRECT


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for Secretary for Public Service

01 December 2017

Date.....

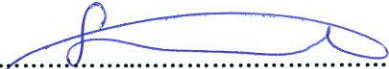
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11. To assist Co-operative Societies in the preparation of accounts, as and when required.
12. To carry out sensitisation and awareness campaigns to promote Co-operative Development in the community.
13. To keep records and statistics, prepare and 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.

CERTIFIED CORRECT


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for Secretary for Public Service

01 December 2017

Date.....

