

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

- Ministry:** Business, Enterprise and Co-operatives (Co-operatives Division)
- Post:** Co-operative Development Officer
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (18 49 75)
- Effective Date:** 3 October 2014
- Qualifications:**
- A. A degree in Economics or Commerce or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should be computer literate.
- Candidates should produce written evidence of knowledge claimed.
- Duties:**
1. To assist the Senior Co-operative Development Officer in -
- (a) preparing, implementing, monitoring and evaluating co-operative development projects;
- (b) co-ordinating co-operative activities with Ministries, Parastatal Bodies and other relevant organisations;
- (c) compiling data and drafting reports on co-operatives activities; and
- (d) conducting meetings for proper implementation and monitoring of co-operative development projects.
2. To use ICT in the performance of his duties.
3. 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 Co-operative Development Officer in the roles ascribed to him.

Note

Co-operative Development Officers may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



CERTIFIED CORRECT

[Signature]
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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

3 October 2014

Date.....