

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:** Divisional Co-operative Officer
- Salary:** Rs 27,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 38,750 (18 56 66)
- Effective Date:** 10 December 2009
- Qualifications:**
- A. By promotion, on the basis of experience and merit, of officers in the grade of Principal Co-operative Officer who reckon at least three years' service in a substantive capacity in the grade.
- B. Candidates should also -
- (i) have a sound knowledge of accountancy;
 - (ii) be able to lead and motivate a team of officers;
 - (iii) have a good sense of judgment and be able to take quick decision; and
 - (iv) have good communication skills and be able to interact with people at all levels.
- Role and Responsibilities:** To be responsible for the administration, implementation and enforcement of the Co-operative Act, Rules and Regulations (Co-operative Legislation) and the Consolidation and Development of Co-operative Societies in a Co-operative Zone.
- Duties:**
1. To be directly responsible to the Deputy Registrar of Co-operative Societies for the Zone where he is posted in respect of the Co-operative Units/Co-operative Areas/Regional Co-operative Centres.
 2. To assist in and advise on -
 - (a) the application and interpretation of Co-operative Laws and Principles;
 - (b) the formation, registration, control, administration, management and reorganisation of co-operative societies;
 - (c) the formulation and implementation of policy issues in the field of co-operatives;
 - (d) the cancellation of registered co-operative societies; and

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CERTIFIED CORRECT

Alexander

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 10 DEC 2009

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-2-

- (e) the formulation and planning of co-operative education and training schemes.
3. To be responsible for the management and proper running of such co-operative centres as may be assigned.
4. To be responsible, *inter alia*, for -
 - (a) ensuring that activities of all co-operative societies are carried out in conformity with legal provisions;
 - (b) conducting enquiries in the affairs of co-operative societies;
 - (c) approving maximum credit liability of societies;
 - (d) recommending medium and long term loan applications from members of societies; and
 - (e) controlling of charges, security bonds, full release and part release documents.
5. To represent the Registrar of Co-operative Societies in Court/Tribunal, as and when required.
6. To deal with cases of Arbitration, Registration, Inquiry, Inspection and Liquidation as and when assigned by the Deputy Registrar of Co-operative Societies.
7. To assist in the organisation, carrying out and supervision of audit work and to ensure that accounts of co-operative societies, when caused to be audited, are carried out in conformity with co-operative law.
8. To attend, in an advisory capacity, meetings of co-operative societies, as and when required.
9. To use ICT in the performance of his duties.
10. 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 Divisional Co-operative Officers in the roles ascribed to them.

Note

Divisional Co-operative Officers will be required to work beyond normal working hours.

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