

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:** Co-operative Officer
- Salary:** Rs 16,725 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 35,275 QB 36,200 x 925 – 37,125 x 1,225 – 39,575 (18 036 070)
- Effective Date:** 06 March 2018
- Qualifications:**
- A. A Cambridge Higher School Certificate with a pass at “Principal Level” in Accounting or Mathematics or Economics or Passes in at least two subjects including Accounting or Mathematics or Economics obtained on one certificate at the General Certificate of Education “Advanced Level”.
 - B. Passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge).

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

- C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

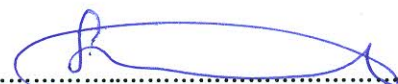
NOTE

Co-operative Officers who possess a diploma in Co-operative Studies or Development Studies from a recognised institution or have successfully completed all papers of Fundamentals (Skills) [formerly Part II of the ACCA Examination] or possess an equivalent qualification acceptable to the Public Service Commission will be allowed to progress beyond the Qualification Bar (QB) in the salary scale of the post.

- Duties:**
- 1. To be responsible to the Principal Co-operative Officer through the Senior Co-operative Officer in the performance of the following duties –
 - (i) to ensure that the Co-operative Societies under his responsibility comply in strict conformity with the provisions of Co-operative Legislation and other related enactments;

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- (ii) to ascertain that established internal control systems are implemented and maintained;
- (iii) to submit regular reports on the corrective measures taken on the reports of the Internal Auditor or Internal Audit Committee and External Audit Report from the Registrar, Co-operative Societies/Auditor;
- (iv) to assist cooperators in the preparation of accounts, as and when required;
- (v) to assist in formulating, monitoring and evaluating projects of Co-operative Societies under his responsibility;
- (vi) to examine individual members' Shares/Deposits and loan requirements and the estimates of income and expenditure of Co-operative Societies;
- (vii) to provide regular countercheck for Co-operative Societies as may be instructed;
- (viii) to carry out general supervision, regular site visits and inspections;
- (ix) to examine Charges, Securities, Bonds and other documents, full and part releases and cancellation of such charges;
- (x) to attend and conduct Board Meetings and General Meetings and generally advise Co-operative Societies in their operations so that they operate in strict conformity with the provisions of the law;
- (xi) to collect and submit data on the Co-operative Societies regarding their membership, assets and liabilities;
- (xii) to provide counselling on co-operative matters;
- (xiii) to carry out sensitisation and awareness campaign to promote Co-operative Development in the community;

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- (xiv) to assist in the formation, registration, consolidation and re-organisation of Co-operative Societies as well as maintaining regular contacts with registered societies for their smooth running;
 - (xv) to assist and fully participate in the organisation of workshops, conferences and events related to co-operatives;
 - (xvi) to deal with cases of Arbitration, Registration, Inspection, Inquiry and Liquidation in accordance with the Co-operatives Act and as may be instructed by the Registrar, Co-operatives Societies; and
 - (xvii) to carry out assignments on co-operative matters, as and when required.
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 Officer in the roles ascribed to him.



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