

GOVERNMENT OF MAURITIUS

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

Ministry: Industrial Development, SMEs and Co-operatives (Co-operatives Division)

Post: Registrar, Co-operative Societies

Salary: Rs 77,950 x 2,150 – 82,250 x 3,000 – 85,250 (18 096 099)

Effective Date: 06 October 2023

Qualifications: By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Registrar of Co-operative Societies and who –

- (i) is fully conversant with the Co-operatives Act, the rules and regulations made thereunder and the Co-operatives Sector in Mauritius and Rodrigues;
- (ii) is well versed with project formulation and supervision;
- (iii) possesses strong leadership, managerial and organising skills;
- (iv) possesses strong analytical skills and has the ability to adopt a multi-disciplinary approach to problem-solving and decision-making;
- (v) is able to lead and motivate a team of officers; and
- (vi) is proactive and able to meet tight deadlines.

Role and Responsibilities: To be responsible to the Supervising Officer on all matters relating to the Co-operatives Sector 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, Co-operative Societies in accordance with the Co-operatives Act and subsidiary legislation made thereunder.
 2. To ensure that all Co-operative Societies in Mauritius and Rodrigues conduct their business strictly in accordance with the provisions 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.

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B. D. Nundloll (Mrs)
for Secretary for Public Service

06 October 2023

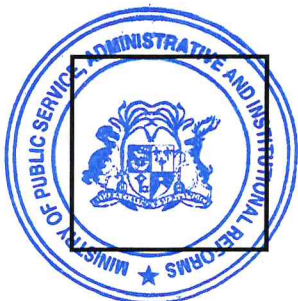
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4. To review and update the Co-operative set up and all legislations relating to Co-operatives.
5. To be responsible for –
 - (i) the conception, organisation and supervision of training programmes for the staff of the Co-operative Cadre;
 - (ii) the formulation and implementation of training programmes for the promotion of the Co-operative Sector in general; and
 - (iii) the formulation of budget proposals and monitoring of funds allocated to the Co-operative Sector.
6. To ensure that Co-operative Societies are in compliance with all financial legislations of Mauritius.
7. To advise Co-operative Societies in respect of investment of funds in accordance with the Co-operatives Act and of rules and regulations made thereunder.
8. To ensure the dissemination and monitoring of different schemes including financial assistance to Co-operative Societies.
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 the Registrar, Co-operative Societies in the roles ascribed to him.



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