

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

**Ministry:** Business, Enterprise and Cooperatives (Cooperatives)

**Post:** Deputy Registrar of Cooperative Societies

**Salary:** Rs 40,775 x 1,500 – 58,775 x 1,800 – 62,375 (18 67 81)

**Effective Date:** 16 September 2015

- Qualifications:**
- A. By selection from among officers in the grades of –
- (i) Divisional Cooperative Officer who reckon at least two years' service in a substantive capacity in the grade or an aggregate of at least five years' service in a substantive capacity in the grades of Divisional Cooperative Officer and Principal Cooperative Officer; and
  - (ii) Principal Cooperative Officer who reckon at least five years' service in a substantive capacity in the grade.
- B. Candidates should –
- (i) be fully conversant with the Co-operatives Act, the rules and regulations made thereunder and the Co-operatives measures;
  - (ii) possess strong managerial and organising skills;
  - (iii) possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving and decision-making;
  - (iv) possess excellent interpersonal and communication skills; and
  - (v) have the ability to work under pressure and meet tight deadlines.

**Role and Responsibilities:** To assist the Registrar, Cooperative Societies in the development and implementation of strategies/policies to drive the Co-operative Societies towards greater performance, good governance, transparency and accountability.

- Duties:**
1. To deputise for the Registrar, Cooperative Societies, as and when required.

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**CERTIFIED CORRECT**

  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

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-2-

2. To assist the Registrar, Cooperative Societies in the day-to-day management of the Co-operative Division as well as in the administration and implementation of the Co-operative legislation.
3. To assist and advise on all matters relating to co-operatives.
4. To supervise and co-ordinate the operations and activities of Regional Co-operative Centres and other units of the Co-operatives Division in Mauritius with a view to ensuring, *inter alia*, that –
  - (i) the audit of all Co-operative Societies are performed properly and efficiently; and
  - (ii) all Co-operative Societies operate in strict conformity with the Co-operative Act and the rules and regulations made thereunder.
5. To exercise general supervision on the operations of various units involved in the formation, registration, control, administration, consolidation, liquidation, arbitration and cancellation of registered Co-operative Societies.
6. To assist –
  - (i) in the general supervision of the activities of the Co-operative Societies;
  - (ii) in the formulation and implementation of training programmes for the Co-operative Sector; and
  - (iii) in establishing links with national and international bodies.
7. To represent the Registrar, Cooperative Societies in Courts and Tribunals, as and when required.
8. To use ICT in the performance of his duties.
9. 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 Deputy Registrar of Cooperative Societies in the roles ascribed to him.



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