

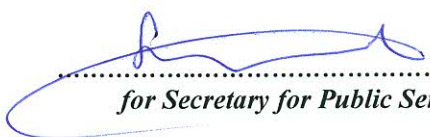
GOVERNMENT OF MAURITIUS

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

- Ministry:** Business, Enterprise and Co-operatives (Cooperatives Division)
- Post:** Principal Co-operative Officer
- Salary:** Rs 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 (18 063 077)
- Effective Date:** 01 December 2017
- Qualifications:** By promotion on the basis of experience and merit, of officers in the grade of Senior Co-operative Officer who reckon at least three years' service in a substantive capacity in the grade and who possess good supervisory skills.
- Role and Responsibilities:** To be responsible for the administration, implementation and enforcement of the Co-operatives Act, Rules and Regulations (Co-operative Legislation) and other related enactments and the Consolidation and Development of the Co-operative Societies in a Co-operative Area/Unit/Regional Co-operative Centre.
- Duties:**
1. To be responsible to the Divisional Co-operative Officer of the zone where he is posted.
 2. To be in charge and responsible of an operational area/unit/Regional Co-operative Centre within a zone and ensure its proper functioning including the discipline of the staff under his responsibility.
 3. To coordinate, monitor and assess the work of the staff under his responsibility.
 4. To ensure that Co-operative Societies operate in accordance with Co-operative Legislation and other related enactments as well as co-operative principles and values.
 5. To ensure that corrective measures to shortcomings observed in internal control and audit reports are implemented in this respective operational area.
 6. To participate in the development and consolidation of Co-operative Societies within his area/unit.
 7. To carry out sensitisation and awareness campaigns to promote Co-operative Development in the community.

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CERTIFIED CORRECT


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for Secretary for Public Service

01 December 2017

Date.....



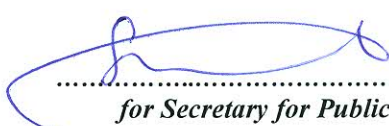
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8. To ensure that monthly report on his area is submitted to the Divisional Co-operative Officer in charge of the Zone or any other designated officer.
9. To deal with cases of Arbitration, Registration, Inspection, Inquiry and Liquidation, as and when assigned.
10. To attend Board Meetings and General Meetings of Co-operative Societies.
11. To attend Court, Tribunal and/or any other regulating institutions, as and when required.
12. To assist in the elaboration of training and educational programmes for staffs, cooperators and members of the public on co-operative matters.
13. To use ICT in the performance of his duties.
14. 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 Principal Co-operative Officer in the roles ascribed to him.

CERTIFIED CORRECT


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for Secretary for Public Service

01 December 2017

Date.....

