

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: Secretary for Co-operative Development

Salary: Rs 50, 000 x 1,500 – 56, 000 (18 75 79)

Effective Date: 7 May 2010

Qualifications: By selection from among -

- 1. Candidates who -
 - A. possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”;
 - B. possess a degree in Economics or Commerce or Accounting or Mathematics or Management from a recognised institution

OR

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

- C. reckon at least five years’ post-qualification experience in the formulation, analysis, implementation and evaluation of projects;
- D. have administrative ability, and good communication and interpersonal skills; and
- E. are computer literate.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold -

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and

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Alec...

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

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- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

AND

2. officers holding a substantive appointment in the Co-operative Officer Cadre who -
- (a) hold a Diploma in Co-operative Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (b) reckon at least 10 years' experience in the co-operative field; and
- (c) possess administrative ability, and good communication and interpersonal skills.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To promote the Co-operative model and co-ordinate assistance for the overall development of Co-operatives.

Duties:

1. To be responsible for the preparation, implementation, monitoring and evaluation of all co-operative development projects.
2. To prepare long-term co-operative programmes.
3. To co-ordinate co-operative activities with other Ministries and organisations.
4. To investigate possibilities of foreign technical and/or financial assistance and to develop contacts with donors.
5. To co-ordinate requests for foreign assistance from the primary and secondary societies and other co-operative institutions.
6. To compile data and make reports on co-operative development

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Akshay
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for Senior Chief Executive
Ministry of Civil Service and
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7. To supervise and guide the staff of the Co-operative Development Unit.
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 Secretary for Co-operative Development in the roles ascribed to him.



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

07 MAY 2010

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