

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:** Senior Co-operative Development Officer
- Salary:** Rs 30,000 x 1,250 – 45,000 (18 59 71)
- Effective Date:** 7 May 2010
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Co-operative Development Officer who reckon at least three years' service in a substantive capacity in the grade and who possess good organising and supervisory skills.
- Role and Responsibilities:** To provide guidance and support in project conception and management of Co-operatives with a view to enhancing their performance.
- Duties:**
1. To organise the work of the Development Unit of the Ministry.
 2. To prepare guidelines for the preparation, implementation, monitoring and evaluation of projects within the framework of co-operative development strategies.
 3. To assist in the formulation and review of co-operative development policy and strategies and identify appropriate projects in line with approved policy.
 4. To analyse and monitor the performance of co-operative enterprises.
 5. To co-ordinate co-operative activities with other Ministries and organisations.
 6. To assist in the training of technical staff of the Development Unit with a view to improving their knowledge and skills.
 7. To guide, motivate and supervise the work of officers of the 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 Senior Co-operative Development Officers in the roles ascribed to them.



CERTIFIED CORRECT

Alexander

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

Date..... 07 MAY 2010