MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 80 OF 2018

Vacancies for the Post of Co-operative Officer
Ministry of Business, Enterprise and Co-operatives
(Co-operatives Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Co-operative Officer in the Ministry of Business, Enterprise and Co-operatives (Co-operatives Division).

II. AGE LIMIT

Candidates, unless already in the service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should possess –

(i) a Cambridge Higher School Certificate with a pass at “Principal Level” in Accounting or Mathematics or Economics or Passes in at least two subjects including Accounting or Mathematics or Economics obtained on one certificate at the General Certificate of Education “Advanced Level”; and

(ii) passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge).

OR

Equivalent qualifications to A(i) and A(ii) above acceptable to the Public Service Commission.

B. Candidates should be computer literate.

NOTE

Co-operative Officers who possess a diploma in Co-operative Studies or Development Studies from a recognised institution or have successfully completed all papers of Fundamentals (Skills) [formerly Part II of the ACCA Examination] or possess an equivalent qualification acceptable to the Public Service Commission will be allowed to progress beyond the Qualification Bar (QB) in the salary scale of the post.
Note

1. Candidates should produce written evidence of knowledge claimed.

2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence and of knowledge claimed and of Equivalence Certificate, as appropriate, by the closing date.**

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. **DUTIES AND SALARY**

1. To be responsible to the Principal Co-operative Officer through the Senior Co-operative Officer in the performance of the following duties -

   (i) to ensure that the Co-operative Societies under his responsibility comply in strict conformity with the provisions of Co-operative Legislation and other related enactments;

   (ii) to ascertain that established internal control systems are implemented and maintained;

   (iii) to submit regular reports on the corrective measures taken on the reports of the Internal Auditor or Internal Audit Committee and External Audit Report from the Registrar, Co-operative Societies/Auditor;

   (iv) to assist cooperators in the preparation of accounts, as and when required;

   (v) to assist in formulating, monitoring and evaluating projects of Co-operative Societies under his responsibility;

   (vi) to examine individual members’ Shares/Deposits and loan requirements and the estimates of income and expenditure of Co-operative Societies;

   (vii) to provide regular countercheck for Co-operative Societies as may be instructed;

   (viii) to carry out general supervision, regular site visits and inspections;

   (ix) to examine Charges, Securities, Bonds and other documents, full and part releases and cancellation of such charges;

   (x) to attend and conduct Board Meetings and General Meetings and generally advise Co-operative Societies in their operations so that they operate in strict conformity with the provisions of the law;
(xi) to collect and submit data on the Co-operative Societies regarding their membership, assets and liabilities;

(xii) to provide counselling on co-operative matters;

(xiii) to carry out sensitisation and awareness campaign to promote Co-operative Development in the community;

(xiv) to assist in the formation, registration, consolidation and re-organisation of Co-operative Societies as well as maintaining regular contacts with registered societies for their smooth running;

(xv) to assist and fully participate in the organisation of workshops, conferences and events related to co-operatives;

(xvi) to deal with cases of Arbitration, Registration, Inspection, Inquiry and Liquidation in accordance with the Co-operatives Act and as may be instructed by the Registrar, Co-operatives Societies; and

(xvii) to carry out assignments on co-operative matters, as and when required.

2. To use ICT in the performance of his duties.

3. 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 Co-operative Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 16,725 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 35,275 QB 36,200 x 925 – 37,125 x 1,225 – 39,575 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m to 3.30 p.m on weekdays and not later than 3.00 p.m on the closing date.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/Responsible Officer.
5. Acknowledgement of applications will be made by e-mail. Candidates are encouraged to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Monday 05 November 2018.

Date: 16 October 2018

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.