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

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**

1. Candidates should possess:
   
   A. 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
   
   B. passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge).

   **OR**

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

2. Candidates should be computer literate.

**Note**

1. Candidates should produce written evidence of knowledge claimed.

2. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**

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

**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.
IV. **DUTIES AND SALARY**

1. To be responsible to the Senior Co-operative Officer for -

   (a) performing current audit of Co-operative Societies under his responsibility;

   (b) supervising and controlling accounts for statutory annual audit of the Co-operative Societies;

   (c) attending and conducting both committee and general meetings and generally advising Co-operative Societies in their operations so that they operate in strict conformity with the provisions of the law;

   (d) collecting data on the Co-operative Societies regarding their membership, assets and liabilities;

   (e) examining individual member loan requirements and estimates of income and expenditure of Co-operative Societies;

   (f) examining Charges, Securities, Bonds, full and part releases and cancellation of such charges;

   (g) assisting in the formation, registration, consolidation and re-organisation of Co-operative Societies and maintaining regular contacts with registered societies for their smooth running;

   (h) assisting in formulating, monitoring and evaluating projects of Co-operative Societies under his responsibility;

   (i) ascertaining that internal control systems are established and maintained and ensuring that management takes corrective measures on the reports of the Internal Auditor or Internal Audit Committee and External Audit Report from the Registrar, Co-operative Societies/Auditor;

   (j) assisting and fully participating in the organisation of workshops, conferences and events related to co-operatives; and

   (k) ensuring that the Co-operative Societies under his responsibility comply in strict conformity with the provisions of Co-operative Legislation.

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 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 32,375 QB 33,275 x 900 – 34,175 x 1,200 – 35,375 a month plus salary compensation at approved rates.
V. MODE OF APPLICATION

1. Qualified candidates should 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 Commission/Embassies overseas.

2. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at **http://psc.govmu.org**

4. Candidates are encouraged to submit on-line through the government web portal at **http://www.govmu.org**

5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

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 Wednesday 12 August 2015.**

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

Date: 23 July 2015