Applications are invited from qualified candidates who wish to be considered for appointment as Cooperative Development Officer in the Ministry of Business, Enterprise and Cooperatives (Cooperatives).

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 a degree in Economics or Commerce or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. 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 (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission 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 assist the Senior Cooperative Development Officer in –
   
   (a) preparing, implementing, monitoring and evaluating co-operative development projects;
   
   (b) co-ordinating co-operative activities with Ministries, Parastatal Bodies and other relevant organisations;
   
   (c) compiling data and drafting reports on co-operatives activities; and
   
   (d) conducting meetings for proper implementation and monitoring of co-operative development projects.

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 Cooperative Development Officer in the roles ascribed to him.
Note

Cooperative Development Officers may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

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](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](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 Thursday 05 January 2017.**

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

Date: 16 December 2016