Applications are invited from qualified candidates who wish to be considered for appointment as Registrar, Cooperative Societies 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**

By selection from among–

A. Candidates who possess –

   (i) a degree in Law or Management or Business Administration or Economics or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission

   OR

   a professional qualification in Accountancy; and

   (ii) a minimum of five years’ post qualification experience in a senior managerial position.

   AND

B. Officers in the grades of –

   (i) Deputy Registrar of Cooperative Societies;

   (ii) Divisional Cooperative Officer who reckon at least three years’ service in a substantive capacity in the grade or an aggregate of at least five years’ service in a substantive capacity in the grades of Divisional Cooperative Officer and Principal Cooperative Officer; and

   (iii) Principal Cooperative Officer who reckon at least eight years’ service in the grade.

C. Candidates should –

   (i) be fully conversant with the Co-operatives Act, the rules and regulations made thereunder and the Co-operative Movement in Mauritius including Rodrigues;

   (ii) be well versed with project formulation and supervision;

   (iii) possess excellent leadership, managerial and organising skills;
(iv) be proactive and able to work under pressure and meet tight deadlines;
(v) possess excellent analytical skills and have the ability to adopt a multi-disciplinary approach to problem-solving and decision-making; and
(vi) have the ability to lead and motivate a team of officers.

NOTE

1. 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.

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

IV. ROLE AND RESPONSIBILITIES

To be responsible to the Supervising Officer on all matters relating to the Co-operative Movement and for the development and implementation of strategies/policies to drive the Co-operative Societies towards greater performance, good governance, transparency and accountability.

V. DUTIES AND SALARY

1. To perform the duties of Registrar, Cooperative Societies in accordance with the Co-operatives Act and subsidiary legislation made thereunder.

2. To ensure that all Co-operative Societies in Mauritius including Rodrigues conduct their business strictly in accordance with the provision of the Co-operatives Act and of rules and regulations made thereunder.

3. To advise on the policy framework for the promotion, consolidation and development of the Co-operative Sector.

4. To constantly review and update the Co-operative set up and all legislation relating to Co-operatives.

5. To be responsible for –

   (i) the conception, organisation and supervision of training programmes for the staff of the Co-operative Cadre;

   (ii) the formulation and implementation of training programmes for the promotion of the Co-operative Sector in general; and

   (iii) the formulation of budget proposals and monitoring of funds allocated to the Co-operative Movement.

6. To use ICT in the performance of his duties.
7. 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 Registrar, Cooperative Societies in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 72,400 x 1,950 – 74,350 x 2,825 – 77,175 a month.

VI. 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 application 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.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Tuesday 16 August 2016.

Date: 27 July 2016