Vacancy for the Post of Deputy Registrar of Cooperative Societies
Ministry of Business, Enterprise and Cooperatives (Cooperatives Division)

Applications are invited from qualified officers of the Cooperatives Division of the Ministry of Business, Enterprise and Cooperatives who wish to be considered for appointment as Deputy Registrar of Cooperative Societies in the Ministry.

II. QUALIFICATIONS

A. By selection from among officers in the grades of –

(i) Divisional Cooperative Officer who reckon at least two 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

(ii) Principal Cooperative Officer who reckon at least five years’ service in a substantive capacity in the grade.

B. Candidates should –

(i) be fully conversant with the Co-operatives Act, the rules and regulations made thereunder and the Co-operatives measures;

(ii) possess strong managerial and organising skills;

(iii) possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving and decision-making;

(iv) possess excellent interpersonal and communication skills; and

(v) have the ability to work under pressure and meet tight deadlines.

III. ROLE AND RESPONSIBILITIES

To assist the Registrar, Cooperative Societies in the development and implementation of strategies/policies to drive the Co-operative Societies towards greater performance, good governance, transparency and accountability.

IV. DUTIES AND SALARY

1. To deputise for the Registrar, Cooperative Societies, as and when required.

2. To assist the Registrar, Cooperative Societies in the day-to-day management of the Co-operative Division as well as in the administration and implementation of the Co-operative legislation.

3. To assist and advise on all matters relating to co-operatives.
4. To supervise and co-ordinate the operations and activities of Regional Co-operative Centres and other units of the Co-operatives Division in Mauritius with a view to ensuring, *inter alia*, that –

(i) the audit of all Co-operative Societies are performed properly and efficiently; and

(ii) all Co-operative Societies operate in strict conformity with the Co-operative Act and the rules and regulations made thereunder.

5. To exercise general supervision on the operations of various units involved in the formation, registration, control, administration, consolidation, liquidation, arbitration and cancellation of registered Co-operative Societies.

6. To assist –

(i) in the general supervision of the activities of the Co-operative Societies;

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

(iii) in establishing links with national and international bodies.

7. To represent the Registrar, Cooperative Societies in Courts and Tribunals, as and when required.

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 the Deputy Registrar of Cooperative Societies in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 40,775 x 1,500 – 58,775 x 1,800 – 62,375 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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Business, Enterprises and Cooperatives.
3. This circular 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.

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 12 April 2016.

Date: 23 March 2016

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