

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 36 OF 2021

Vacancy for Post of Co-operative Officer
Rodrigues Regional Assembly (Co-operatives)

Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Co-operative Officer in the Rodrigues Regional Assembly (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

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”.
- 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.

- C.** 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 (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right:-
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To be responsible to the Officer-in-Charge, Co-operatives through 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;
 - (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 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 should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional 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.
2. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
4. 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

Application Forms should reach the Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m (local time) on Tuesday 06 July 2021.** Application Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 16 June 2021

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.