

## **MAURITIUS PUBLIC SERVICE**

### **PUBLIC ADVERTISEMENT NO. 92 OF 2021**

#### **Vacancies for Post of Co-operative Development Officer Ministry of Industrial Development, SMEs and Cooperatives (Cooperatives Division)**

Applications are invited from qualified candidates who wish to be considered for appointment as Co-operative Development Officer in the Ministry of Industrial Development, SMEs and Cooperatives (Cooperatives Division).

#### **II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **40<sup>th</sup>** 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 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 take part in a written examination.
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 assist the Senior Co-operative 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 Co-operative Development Officer in the roles ascribed to him.

#### **Note**

Co-operative 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 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 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. Candidates already in the service **should** also submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. 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>**

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

## **VI. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest-Side, **not later than 15 00 hours (local time) on Monday 20 December 2021.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 30 November 2021**

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

