

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 51 OF 2023

**Vacancy for Post of Deputy Registrar of Co-operative Societies
Ministry of Industrial Development, SMEs and Co-operatives
(Co-operatives Division)**

Applications are invited from qualified officers of the Ministry of Industrial Development, SMEs and Co-operatives (Co-operatives Division) who wish to be considered for appointment as Deputy Registrar of Co-operative Societies in the Ministry.

II. QUALIFICATIONS

- A. By selection from among officers in the grades of –
- (i) Divisional Co-operative 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 Co-operative Officer and Principal Co-operative Officer; and
 - (ii) Principal Co-operative 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-operative 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, Co-operative 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, Co-operative Societies, as and when required.
2. To assist the Registrar, Co-operative 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-operatives 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-operatives Societies are performed properly and efficiently; and
 - (ii) all Co-operative Societies operate in strict conformity with the Co-operatives 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, Co-operative 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 Co-operative Societies in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 44,800 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 73,800 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission at the following address:
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the “**How to Apply**” option on the above address.

3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Permanent Secretary, Ministry of Industrial Development, SMEs and Co-operatives (Co-operatives Division).
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address support@ncb.mu or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 17 July 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 27 June 2023

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