

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 167 OF 2023

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

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

II. AGE LIMIT

Candidates, unless already in the service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should –

- A. possess 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. possess 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. 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 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 be responsible to the Principal Co-operative Officer through the Senior Co-operative Officer in the performance of the following duties –
 - (i) to ensure that the Co-operative Societies under his responsibility comply in strict conformity with the provisions of Co-operative Legislation and other related enactments;
 - (ii) to ascertain that established internal control systems are implemented and maintained;
 - (iii) to submit regular reports on the corrective measures taken on the reports of the Internal Auditor or Internal Audit Committee and External Audit Report from the Registrar, Co-operative Societies/Auditor;
 - (iv) to assist cooperators in the preparation of accounts, as and when required;
 - (v) to assist in formulating, monitoring and evaluating projects of Co-operative Societies under his responsibility;
 - (vi) to examine individual members' Shares/Deposits and loan requirements and the estimates of income and expenditure of Co-operative Societies;

- (vii) to provide regular countercheck for Co-operative Societies as may be instructed;
 - (viii) to carry out general supervision, regular site visits and inspections;
 - (ix) to examine Charges, Securities, Bonds and other documents, full and part releases and cancellation of such charges;
 - (x) to attend and conduct Board Meetings and General Meetings and generally advise Co-operative Societies in their operations so that they operate in strict conformity with the provisions of the law;
 - (xi) to collect and submit data on the Co-operative Societies regarding their membership, assets and liabilities;
 - (xii) to provide counselling on co-operative matters;
 - (xiii) to carry out sensitisation and awareness campaign to promote Co-operative Development in the community;
 - (xiv) to assist in the formation, registration, consolidation and re-organisation of Co-operative Societies as well as maintaining regular contacts with registered societies for their smooth running;
 - (xv) to assist and fully participate in the organisation of workshops, conferences and events related to co-operatives;
 - (xvi) to deal with cases of Arbitration, Registration, Inspection, Inquiry and Liquidation in accordance with the Co-operatives Act and as may be instructed by the Registrar, Co-operatives Societies; and
 - (xvii) to carry out assignments on co-operative matters, as and when required.
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 19,225 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 40,300 QB 41,250 x 950 – 42,200 x 1,300 – 44,800 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** submit their Application Form **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 08 January 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 19 December 2023

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