



**4.0 QUALIFICATIONS**

**4.1 SECONDARY ORDINARY LEVEL**

Examining Body:.....

Name and address of College/School:.....

.....

Certificate obtained: SC  GCE (O)  Other (specify) .....

Month/Year of Examination: .....

<b>Subject</b>	<b>1<sup>st</sup> Attempt</b>	<b>2<sup>nd</sup> Attempt</b>	<b>Subject</b>	<b>1<sup>st</sup> Attempt</b>	<b>2<sup>nd</sup> Attempt</b>

**4.2 SECONDARY ADVANCED LEVEL**

Examining Body:.....

Name and address of College/School:.....

.....

Certificate obtained: HSC  GCE (A)  Other (specify) .....

Month/Year of Examination: .....

<b>Main Subject</b>	<b>1<sup>st</sup> Attempt</b>	<b>2<sup>nd</sup> Attempt</b>	<b>Subsidiary Subject</b>	<b>1<sup>st</sup> Attempt</b>	<b>2<sup>nd</sup> Attempt</b>
			<b>General Paper</b>		

**5.0 TERTIARY/PROFESSIONAL QUALIFICATIONS**

Specify Qualifications obtained	Name of Examining Body & Country	Result (Class/Division/Level)	Period

**6.0 EXPERIENCE AND SKILLS RELEVANT TO THE POST APPLIED FOR**  
(To attach documentary evidence)

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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**7.0 EMPLOYMENT HISTORY** (attach Testimonial)

<b>Current/Most Recent Employment</b>		
Job Title:	Salary:	
Employer's Name	Benefits:	
Address:	From: (dd-mm-yyyy)	To: (dd-mm-yyyy)
Reasons for Leaving:		
Period of Notice required:		
Major responsibilities, duties and any significant contributions:		
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**7.1 PREVIOUS EMPLOYMENT HISTORY (attach Testimonials)**

Posts (in chronological order)	Date		Name & Address of Employer
	From	To	

**8.0 ADDITIONAL INFORMATION:**

(i) Have you ever been prosecuted before a court of law or do you have any case pending in Court?

Yes  No

If yes, give details.

.....

.....

.....

(ii) Have you ever resigned or been dismissed or retired from any previous employment on any grounds whatsoever?

Yes  No

If yes, give details.

.....

.....

.....

(iii) If selected for the post, when will you be available to start employment?

.....

**9.0 DECLARATION**

**I, ....., the undersigned applicant, declare that the particulars given in the application form are, to the best of my knowledge, true and accurate and that I have not willfully suppressed any material fact.**

**Date: .....**

**Signature: .....**

The completed Application Form should be sent (on or before the closing date specified in the advertisement) to:

**The Director,  
National Co-operative College (NCC) Council,  
Bois Marchand Road,  
Terre Rouge**

## NATIONAL CO-OPERATIVE COLLEGE (NCC)

### SPECIFICATIONS FOR THE POST OF PROGRAMME/RESEARCH OFFICER

**POST:** Programme/Research Officer

**SALARY:** Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100 x 1575 – 49,250 x 1650 – 54,200 x 1700 – 62,700 (PRB Report 2021)

**Note:** The Programme/Research Officer may be required to work outside normal working hours including Saturdays.

#### **AGE LIMIT:**

Candidates, unless already in the public service (including parastatal bodies and Local Authorities), should not have reached their 45th birthday by the closing date for the submission of applications.

#### **QUALIFICATIONS:**

- A. A degree in Management or Economics or Social Studies or Business Studies or Entrepreneurship from a recognised institution or an equivalent qualification acceptable to the Council.
- B. At least five years' post qualification experience in the field of training, capacity building and research.
- C. Candidates should also:
  - (i) be a MQA registered trainer;
  - (ii) possess good communication skills; and
  - (iii) be computer literate

Candidates should produce written evidence of knowledge/experience claimed.

#### **ROLES AND RESPONSIBILITIES:**

To be responsible for training, research and capacity building for the promotion and development of cooperative entrepreneurship and business leadership.

#### **DUTIES:**

1. To assist the Director in the discharge of his duties.
2. To give administrative support for the smooth running of the College.
3. To be responsible for establishing and implementing the annual training programmes of the College, consistent with the overall national plans.
4. To liaise with appropriate examining bodies to arrange/conduct examinations/tests.
5. To act as trainer.
6. To undertake research activities as required by the College.
7. To coordinate the human and physical resources of the College and ensure that they are effectively and efficiently utilised in line with good governance practices and procedures.

8. To provide professional advice on entrepreneurship and cooperative development and assist cooperative entrepreneurs in writing projects and business plans.
9. To organise workshops and seminars for the development and consolidation of the cooperative movement.
10. To monitor and evaluate the training programmes and submit regular statistics and reports to the College.
11. To manage the website of the College.
12. To use ICT in the performance of his duties.
13. 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 Programme/Research Officer in the roles ascribed to him.

**NOTE:**

- a) The post applied for should be clearly marked on the top left corner of the envelope.
- b) Incomplete or inaccurate application will not be considered.
- c) Candidates may be requested to submit a Certificate of Character.
- d) Applications **not** made on the prescribed form will **not** be considered.
- e) Applications received **after** the closing date and time will **not** be considered.

**21 June 2024**