

55. NATIONAL INSTITUTE FOR CO-OPERATIVE ENTREPRENEURSHIP

- 55.1 Established as per Act No. 12 of 2005 as a body Corporate, the National Institute for Co-operative Entrepreneurship (NICE) operates under the *aegis* of the Ministry of Business, Enterprise and Cooperatives. Its objectives are to: provide facilities and engage in research and training for the promotion and development of the co-operative entrepreneurship; act as a centre for the consolidation and development of the co-operative movement; and promote and develop capacity building through entrepreneurship and business leadership.
- 55.2 In line with the policy of Government to consolidate a nation of Entrepreneurship, NICE grouped its cooperative leaders and stakeholders which encompass about 960 active cooperative societies with a total membership of almost 160,000 in Mauritius and Rodrigues. It provides free of cost in-house and outstations training on the concept of entrepreneurship, cooperative principles and cooperative management to unemployed women and youth so as to encourage them to form a cooperative society and kick start a business. To deliver on its mandate, NICE solicits the services of qualified Trainers from other organisations; conducts examinations on the training and awards certificates on its own or jointly with other recognised bodies.
- 55.3 The Director is responsible for the execution of the policy of the Council and for the control and management of NICE. He is assisted in his duties by officers of the General Services grades. At present, the post of Programme/Research Officer is vacant.
- 55.4 In the context of this Report, Management submitted that there is greater demand for training programme in Mauritius and Rodrigues and financial transaction of the organisation is increasing. There is, therefore, need for support at the Directorate level to organise training programmes and the creation of the grade of Accounts Clerk to monitor the financial and procurement and supply activities of the Institute.
- 55.5 After examining the scheme of service of the grade of Programme/Research Officer, the Bureau considers that with the filling of the post, the Director would benefit from the needed support. However for the sake of transparency and for checks and balances of the financial procedures, we are creating the grade of Accounts Clerk.

Accounts Clerk (New Grade)

Recommendation 1

- 55.6 We recommend the creation of the grade of Accounts Clerk on the establishment of NICE. Appointment thereto should be made by selection from among candidates possessing either a pass at "Principal Level" in**

Accounting at the Cambridge Higher School Certificate or a pass in Accounting at the third level of the London Chamber of Commerce and Industry or an equivalent qualification acceptable to the Board and reckoning at least two years' experience in a substantive capacity in finance/audit duties.

- 55.7 Incumbents would be required, *inter alia*, to: ensure that all financial transactions of NICE are properly accounted for in accordance with basic principles of financial Management; ensure the correct financing of departmental policy with all safeguards against waste and loss; assist in the preparation and monitoring of estimates; prepare and examine all documents for various payments; maintain Book of Accounts, Records and Cards; prepare Bank Reconciliation statement and statistical and other returns; collect revenue, issue receipts and assist in daily banking; provide assistance in the processing of audit queries related to financial issues; deal with booking for transports and control of the maintenance of vehicles and be in charge of the Register of Assets and to make use of Information Technology in the performance of the duties.

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SALARY SCHEDULE

- NICE 1 : Rs 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker
- NICE 2 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- NICE 3 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Information Desk Operator
- NICE 4 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing
- NICE 5 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)

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(Contd)

NICE 6 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Accounts Clerk (New Grade)
Executive Officer (Personal)

NICE 7 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Programme/Research Officer

NICE 8 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Director

