

Revised Scheme of Service

for

Cooperative Officers



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MINISTRY OF STATE FOR PUBLIC SERVICE**

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The Permanent Secretary

Ministry of Co-operative Development and
Marketing
NAIROBI

REVISED SCHEME OF SERVICE FOR CO-OPERATIVE OFFICERS

I am pleased to inform you that the Revised Scheme of Service for Co-operative Officers which forms an appendix to this letter has been finalized and is ready for implementation with effect from 1st April, 2012.

The Scheme establishes six (6) grades for Assistant Co-operative Officers and ten (10) grades of Co-operative Officers and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of Assistant Co-operative Officers and Co-operative Officers.

Please take the necessary action and ensure that the provisions of the revised Scheme are brought to the attention of all officers concerned.

Titus M. Ndambuki, CBS
PERMANENT SECRETARY

CC: **The Secretary**
Public Service Commission of Kenya
NAIROBI

REVISED SCHEMES OF SERVICE FOR ASSISTANT CO-OPERATIVE OFFICERS AND CO-OPERATIVE OFFICERS

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract, motivate and facilitate retention of suitably qualified Assistant Co-operative Officers and Co-operative Officers in the Civil Service.
- (ii) To provide for well defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable each officer understand the requirements and demands of the job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, professional knowledge, experience, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Principal Secretary responsible for the Co-operative Development and Marketing Function in conjunction with the Public Service Commission of Kenya. In administering the Scheme, the Principal Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment on successful completion of probation period.

(b) Training Scope

In administering the Scheme, the Principal Secretary will ensure that officers acquire necessary qualifications prescribed in the Scheme. In addition, the Principal Secretary will ensure that all new entrants into the scheme undergo appropriate induction, mentoring, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient and effective performance of their duties and advancement within the career structure. Officers should also be encouraged to undertake training privately for self development. However, in all matters of training, the Principal Secretary administering the Scheme will consult with the Public Service Commission of Kenya.

3. THE CO-OPERATIVE DEVELOPMENT AND MARKETING FUNCTION

The Co-operative Development and Marketing Function entails the following:- promoting and registering co-operative societies; formulating, coordinating and implementing co-operative development policies on information and communication technology, savings and credit, finance, investment, marketing, education and training; mainstreaming corporate governance, conducting inspections and inquiries in co-operative societies, coordinating development programmes in the co-operative sub-sector; promoting co-operative ventures and value-addition; co-operative marketing and research; settling co-operative disputes; regulating co-operative organizations/institutions; carrying out co-operative education and training; savings mobilization; promoting and developing of co-operative development projects; offering advisory and extension services to the co-operative movement on development of accounting and management procedures; enforcement of compliance with the co-operative legislation; and monitoring performance on growth and development of the co-operative movement.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes six (6) grades of Assistant Co-operative Officers and ten (10) grades of Co-operative Officers who will be designated and graded as follows:-

ASSISTANT CO-OPERATIVE OFFICERS

APPENDIX 'A'

| Designation | Job Group |
|------------------------------------------|-----------|
| Assistant Co-operative Officer III | 'H' |
| Assistant Co-operative Officer II | 'J' |
| Assistant Co-operative Officer I | 'K' |
| Senior Assistant Co-operative Officer | 'L' |
| Chief Assistant Co-operative Officer | 'M' |
| Principal Assistant Co-operative Officer | 'N' |

CO-OPERATIVE OFFICERS

APPENDIX 'B'

| Designation | Job Group |
|--------------------------------|-----------|
| Co-operative Officer II | 'J' |
| Co-operative Officer I | 'K' |
| Senior Co-operative Officer | 'L' |
| Chief Co-operative Officer | 'M' |
| Principal Co-operative Officer | 'N' |

| | |
|------------------------------------------------------------|-----|
| Assistant Commissioner for Co-operative Development | 'P' |
| Senior Assistant Commissioner for Co-operative Development | 'Q' |
| Deputy Commissioner for Co-operative Development | 'R' |
| Commissioner for Co-operative Development | 'S' |
| Secretary for Co-operative Development | 'T' |

Note:

The grades of Assistant Co-operative Officer III/II/I/Senior, Job Groups 'H/J/K/L' for Diploma holders, Co-operative Officer II/I/Senior/Chief, Job Groups 'J/K/L/M' for general degree holders and Co-operative Officer I/Senior/Chief/Principal, Job Groups 'K/L/M/N' for professional degree holders will form a common establishment for the purpose of this Scheme of Service.

(c) Serving Officers

Serving officers will adopt and convert as appropriate to the new grading structures and designations provided in the Scheme of Service though they may not be in possession of the requisite minimum qualifications prescribed in the Scheme of Service. For advancement to higher grades, however, officers must possess the prescribed minimum qualifications and /or experience required for appointment to the grade.

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation of any new post(s). Any additional post(s) required under the new grading structure must be included in the Ministry's establishment proposals for consideration by the Public Service Commission of Kenya.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment to this Scheme will normally be made in the grades of Assistant Co-operative Officer III, Job Group 'H', Co-operative Officer II, Job Group 'J' and Co-operative Officer I, Job Group 'K' respectively. In exceptional circumstances, however, direct appointment beyond these grades may be made by the Public Service Commission of Kenya on the recommendation of the Principal Secretary responsible for Co-operative Development and Marketing Function provided the candidate is in possession of the minimum qualification and/or experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualification may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as the basic requirement for appointment to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME OF SERVICE

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements entitling an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on:-

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Public Service Commission of Kenya.

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:-

- (i) Diploma in any of the following disciplines:- Co-operative Management, Marketing, Finance or its equivalent qualification from a recognized institution.
- (ii) Post graduate Diploma in Co-operative Management lasting not less than six (6) months from a recognized institution;
- (iii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance, Agri-business or its equivalent qualification from a recognized institution.
- (iv) Masters degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural

Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance, Agri-business or its equivalent qualification from a recognized institution.

- (v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (ix) Certificate in computer applications from a recognized institution.
- (ix) Such other qualification(s) as may be adjudged by the Public Service Commission of Kenya.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 1st April, 2012. On implementation all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

ASSISTANT CO-OPERATIVE OFFICERS

APPENDIX 'A'

I. ASSISTANT CO-OPERATIVE OFFICER III, JOB GROUP 'H'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be required to work under guidance and supervision of a senior officer. Duties and responsibilities will entail:- promoting co-operatives societies and enforcing compliance with co-operative legislation.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Diploma in any of the following disciplines:- Co-operative Management, Marketing or Finance from a recognized institution; and
- (ii) Certificate in computer applications from a recognized institution.

II. ASSISTANT CO-OPERATIVE OFFICER II, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- promoting and advising co-operative societies on matters relating to specialized activities such as marketing, credit, financing, governance, budgeting, training, education, accounts and management; advising on co-operative investments and elections; collecting data on potential areas for analysis and policy formulation; and enforcing compliance with co-operative legislation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Assistant Co-operative Officer III for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Co-operative Management, Marketing or Finance from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

III. ASSISTANT CO-OPERATIVE OFFICER I, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- promoting and advising co-operative societies on matters relating to specialized activities such as marketing, credit, financing, governance, budgeting, training and education, accounts and management; advising on co-operative investments; overseeing co-operative elections; collecting data on potential areas for analysis and policy formulation; developing and monitoring work plans for co-operative extension services;

overseeing co-operative activities in several co-operative societies; and enforcing compliance with co-operative legislation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Assistant Co-operative Officer II for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Co-operative Management, Marketing or Finance from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

IV. SENIOR ASSISTANT CO-OPERATIVE OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

An officer at this level may be deployed as a subject matter specialist in any of the following areas:- education and training, savings and credit, entrepreneurship, marketing, housing, transport, investment, finance, governance, information and communication technology, inspections and inquiries, liquidation and statistics. Specific duties and responsibilities will entail:- promoting co-operative societies; advising on co-operative investments; overseeing co-operative elections; collecting data on potential areas for analysis and policy formulation; developing and monitoring work plans for co-operative extension services; overseeing co-operative activities in several co-operative societies; and enforcing compliance with co-operative legislation.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Assistant Co-operative Officer I for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Co-operative Management, Marketing or Finance from a recognized institution;

- (iii) Certificate in computer applications from a recognized institution; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

V. CHIEF ASSISTANT CO-OPERATIVE OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level may be deployed as a subject matter specialist to perform services relating to co-operative development projects and programmes. Specific duties and responsibilities will entail:- promoting co-operative societies; advising on co-operative investments; overseeing co-operative elections; collecting data on potential areas for analysis and policy formulation; developing and monitoring work plans for co-operative extension services; overseeing co-operative activities in several co-operative societies; and evaluating co-operative activities and trends for promoting the co-operative movement.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Senior Assistant Co-operative Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Co-operative Management, Marketing or Finance from a recognized institution;
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT CO-OPERATIVE OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

This is the highest grade for this cadre. Duties and responsibilities will entail:- providing technical advice in area of specialization; advising on co-operative investments; analyzing data for policy formulation; enforcing compliance with co-

operative legislation; ensuring implementation of work plans for co-operative extension services; and evaluating co-operative activities and trends for promoting the co-operative movement.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Assistant Co-operative Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Co-operative Management, Marketing or Finance from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) demonstrated professional and administrative competence in work performance and results.

I. CO-OPERATIVE OFFICER II, JOB GROUP 'J'**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:- enforcing the co-operative legislation; advising societies on proper conduct of meetings; and implementing co-operative development policies.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:-

- (i) Bachelors degree in any of the following disciplines:- Co-operative Management, Business Administration, Sociology, Law, Commerce, Entrepreneurship, Management and Organizational Development or Economics (Lower 2nd) from a recognized institution; and
- (ii) Certificate in computer applications from a recognized institution.

II. CO-OPERATIVE OFFICER I, JOB GROUP 'K'**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - implementing co-operative development activities/programmes; advising co-operative societies on proper conduct of meetings; evaluating new and existing co-operative societies; and enforcing co-operative legislation.

(b) Requirements for Appointment***Direct Appointment***

For appointment to this grade a candidate must have:-

- (i) Bachelors degree in any of the following disciplines:- Commerce, Agriculture, Economics (Upper 2nd), Agriculture Economics, Agri-business, Co-operative Management, Law or Finance from a recognized institution; and
- (ii) Certificate in computer application from a recognized institution.

Promotion

For promotion to this grade, an officer must have:-

- (i) served in the grade of Co-operative Officer II for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

III. SENIOR CO-OPERATIVE OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing co-operative development activities/programmes; advising co-operative societies on proper conduct of meetings; evaluating new and existing co-operative societies; enforcing co-operative legislation; and developing work plans for co-operative extension services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Co-operative Officer I for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;

- (iii) Post graduate Diploma in Co-operative Management lasting not less than six (6) months from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

IV. CHIEF CO-OPERATIVE OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level may be deployed as a subject matter specialist to perform duties relating to co-operative development projects and programmes. Specific duties entail:- promoting co-operative societies; advising on co-operative investments; overseeing co-operative societies' elections; analyzing data for policy formulation; enforcing compliance with co-operative legislation; developing and monitoring work plans for co-operative extension services; overseeing co-operative activities in several co-operative societies; and evaluating co-operative activities and trends for promoting the co-operative movement.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Co-operative Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

V. PRINCIPAL CO-OPERATIVE OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

An officer at this level may be deployed as a subject matter specialist in any of these areas: - education and training, marketing, finance, savings and credit, projects, accounts, governance or statistics. Specific duties and responsibilities entail:- promoting co-operative societies; advising on co-operative investments; overseeing co-operative elections; analyzing data for policy formulation; developing and monitoring work plans for co-operative extension services; overseeing co-operative activities in several co-operative societies; evaluating co-operative activities and trends for promoting the co-operative movement; and enforcing compliance with co-operative legislation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Co-operative Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution ; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

**VI. ASSISTANT COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT,
JOB GROUP 'P'**

(a) Duties and Responsibilities

AK
An officer at this level may be deployed to head a specialized Unit. Duties and responsibilities will entail:- providing technical advise in area of specialization; advising on co-operative investments; analyzing data for policy formulation; enforcing compliance with co-operative legislation; carrying out market research and disseminating research findings; promoting value addition and processing; conducting co-operative banking inspections; undertaking co-operative risk

assessment; and preparing and evaluating co-operative activities and trends for promoting the co-operative movement.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Principal Co-operative Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution; and
- (vi) demonstrated administrative ability and professional competence in work performance.

VII. SENIOR ASSISTANT COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT, JOB GROUP 'Q'

(a) Duties and Responsibilities

D/C An officer at this level may head a technical Division/Section. Duties and responsibilities will entail:- providing technical advise in area of specialization; advising on co-operative investments; preparing reports for policy formulation; enforcing compliance with co-operative legislation; designing, coordinating and monitoring the implementation of co-operative activities, programmes and policies; carrying out market research and disseminating research findings; promoting value addition and processing; conducting co-operative banking inspections; undertaking

co-operative risk assessment; and developing new financial products and credit policies.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Assistant Commissioner for Co-operative Development for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution; and
- (vi) demonstrated administrative ability and a high degree of professional competence in planning, conducting and supervising co-operative work.

VIII. DEPUTY COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT, JOB GROUP 'R'

(a) Duties and Responsibilities

D An officer at this level may head a Directorate/Division. Duties and responsibilities will entail:- providing technical advice on co-operative investments, finance, credit, marketing, project management, extension and advisory services; developing and ensuring implementation of policies; enforcing compliance with co-operative legislation; designing, coordinating and monitoring the implementation of co-operative activities, programmes and policies; carrying out market research and disseminating research findings; preparing and validating registration and de-registration of co-operative societies' documents; monitoring co-operative societies'

liquidation process; developing education and training packages for the co-operative movement; promoting value addition and processing; conducting co-operative banking inspections; undertaking co-operative risk assessment; developing new financial products, new credit policies and other co-operative ventures; and be responsible for staff supervision, development and appraisal in the Directorate/Division.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Senior Assistant Commissioner for Co-operative Development for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution; and
- (vi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the Co-operative Development and Marketing Function.

IX . COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT, JOB GROUP 'S'

(a) Duties and Responsibilities

The Commissioner for Co-operative Development will be responsible to the Secretary, Co-operative Development for all technical aspects. Duties and

responsibilities will entail:- co-operative policy formulation and implementation; enforcing compliance with co-operative legislation; developing and overseeing implementation of education and training, projects and programmes; efficient and effective provision of extension, management, legal and registration services; and ensuring good corporate governance practices in the co-operative movement.

In addition, the Commissioner for Co-operative Development will be responsible for:- overseeing and ensuring preparation and implementation of strategic objectives; preparing and implementing the department's performance contracts, work plans and appraisal systems; instituting operational accountability; overseeing finances and assets management of the department; and overall supervision, discipline, recruitment, training and development of departmental staff.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Deputy Commissioner Co-operative Development for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution ; and
- (vi) demonstrated managerial, administrative and professional competence and a thorough understanding of national goals, policies, objectives and an ability to relate them to proper management of the Co-operative Movement.

X. SECRETARY FOR CO-OPERATIVE DEVELOPMENT, JOB GROUP 'T'

(a) Duties and Responsibilities

The Secretary for Co-operative Development will be the head of the Technical Departments and the Chief Advisor on issues relating to Co-operative Legislation and related statutes, their interpretation, application and implications.

The officer will be answerable to the Principal Secretary responsible for Co-operative Development and Marketing Function for executing the following duties:- effective coordination of activities of the co-operative technical services; overseeing formulation and implementation of co-operative policies, legislation and programmes; spearheading formulation and implementation of policies and strategies related to the co-operative sector; setting long-term goals for the development of co-operative movement; developing linkages with development partners and other relevant stakeholders within the co-operative sector nationally, regionally and internationally; identifying and acting on impediments and constraints to the implementation of policies and programmes; securing and managing financial support for development plans; and designing and implementing well prioritized and competitive programmes.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Commissioner for Co-operative Development or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

- (v) Certificate in computer applications from a recognized institution; and
- (vii) demonstrated managerial, administrative and professional competence and a thorough understanding of national goals, policies, objectives and an ability to relate them to proper management of the Co-operative Movement.