



## Vacoas Popular Multi-Purpose Co-operative Society Ltd

BRN: F13000084 Society No. 723

### **VACANCY NOTICE**

Applications are invited from members of the Vacoas Popular Multi-Purpose Cooperative Society to fill in the post of “**Manager**” on a contractual basis.

#### **Qualifications:**

- A degree in Management or Business Administration or equivalent; and
- A diploma/degree in Law; and
- A diploma/ degree in civil engineering/project management or equivalent

#### **Experience and Skills**

- At least 5 years' experience at Management level
- Excellent managerial and communication skills
- A sound knowledge of Accounting/Finance and compliance
- Proven Knowledge in property management and development

#### **Duties and Responsibilities:**

- Management of the Society's resources including Human Resources
- Liaise with legal advisors and attend court cases for or against the society
- Supervise arbitration cases
- To prepare annual budget
- Advise the board on policy matters and formulation of strategic management plan
- Advise the board on property development / Sale of Land
- Devise strategies for debt recovery
- To be conversant with the Cooperative Act 2016 and the rules of the society
- To set objectives and conduct Performance Appraisal of staff

#### **Age limit**

Candidates should be above 35 years old but not more than 65 years.

#### **Salary: -**

Negotiable but not less than Rs 75,000 /- plus benefits



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### **Mode of application:**

Candidates to send motivation letter plus full CV on [vpmpcs@mail.com](mailto:vpmpcs@mail.com) or to send a hard copy to:

The President  
Vacoas Popular Multi-Purpose Cooperative Society  
Morc. Cooperative  
Bonne Terre  
Vacoas

**Closing date: 04 NOVEMBER 2024**

### **Note:**

- 1) Only qualified candidates will be called for interview.
- 2) The Society reserves the right not to make any appointment as a result of this advertisement.
- 3) The selected candidate will be remunerated only 50% of the agreed salary until the financial situation of the society is restored. Thereafter, the other 50% will be paid.

Board of Directors

VPMCS