Early Childhood Care and Education Authority

VACANCY

The Early Childhood Care and Education Authority (ECCEA) is a parastatal body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

Applications are invited from qualified candidates who wish to be considered for employment as Assistant Financial Operations Officer (AFOO) on contract.

2. **AGE LIMIT**

Candidates should not have reached their 70th birthday and should be medically fit.

3. Public Officers who have retired in the interest of the Public Service or on medical grounds will not be considered.

4. **QUALIFICATIONS**

Candidates should:

i. Possess a Cambridge Higher School Certificate with a pass at “Principal Level” in Accounting or passes in at least two subjects including Accounting obtained on one certificate at the General Certificate of Education “Advanced Level”;

ii. Reckon at least four years’ experience in finance/accounting/audit duties;

iii. Have a good knowledge of policies, rules and regulations relating to the management of financial operations in the Public Service;

iv. Possess potential and aptitude for financial work.

**DUTIES:**

1. To ensure that all the financial transactions of ECCEA are properly accounted for in accordance with basic principles of financial management.
2. To ensure the correct financing of departmental policy with all safeguards against waste and loss.
3. To ensure that all principles, procedures and practices in the Financial Management Manual.
4. To maintain a proper system of accounts and to guard against irregularity and fraud.
5. To assist in the preparation and monitoring of Estimates.
6. To keep proper, complete and up-to-date records of all financial transactions.
7. To be responsible to collect, verify, analyze and record of all financial costing and budget data relating to preparation of financial statements.
8. To ensure prompt collection of revenue, its control and safekeeping.
9. To prepare pay sheets, vouchers and writing up of cheque for signature.
10. To carry out stock verification as instructed, keep proper, complete and up to date records of all financial transactions.
11. To provide assistance in the processing of audit queries related to financial issues.
12. To effect payments on time.
13. To use ICT in the performance of his duties.
14. To perform duties related to the Pay As You Earn System of Taxation and Tax Deduction Scheme and contribution to the National Solidarity Fund.
15. To perform duties of cashier and to ensure timely collection and remittance of revenue.
16. 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 Assistant Financial Operations Officer in the roles ascribed to him.

**NOTE 1**

The employment on contract will not give the selected candidates any claim for permanent appointment at the ECCEA.

5. **ALLOWANCE**

Candidates will be paid an all-inclusive allowance of Rs 25,000 a month plus travelling.

6. **MODE OF APPLICATION**

Applications should be made on the prescribed form that can be obtained at the reception desk of the Early Childhood Care and Education Authority or can be downloaded from the website of the Authority on the following address:

[www.eccea.mu](http://www.eccea.mu)

The Application Form should be submitted along with copies of the Birth/Marriage, Academic and Professional Certificates.

7. **IMPORTANT**

i. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant. Only the prescribed Application Form should be used.

ii. Candidates will be contacted, as far as possible, by email and phone. Candidates are therefore advised to submit a valid email address as well as a phone number on which they can be easily contacted.
8. **CLOSING DATE OF APPLICATION**

Qualified candidates are requested to submit their applications so as to reach the Director, Early Childhood Care and Education Authority, 2nd Floor Le Windsor, Royal Road, Beau Bassin, **not later than 3.30 p.m. on Friday 24 November 2023**. Applications received after the specified closing date **will not be considered**. The onus for the prompt submission of applications so that they reach the Director, Early Childhood Care and Education Authority in time lies solely on applicants.

The post of ‘**Assistant Financial Operations Officer (AFOO) on contract**’ should be clearly marked on the top-left hand corner of the envelope.

The Early Childhood Care and Education Authority reserves the right:

- to call only the best qualified candidates for interview;
- not to make any appointment as a result of this advertisement.

**Early Childhood Care and Education Authority**

2nd Floor, Le Windsor Building,

**Date: 03 November 2023**

Beau Bassin