



Early Childhood Care and Education Authority

VACANCY FOR THE POST OF ADMINISTRATIVE OFFICER (ON CONTRACT)

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 **Administrative Officer (on contract)**.

2. AGE LIMIT

Candidates should not have reached their 65th birthday and should be medically fit.

3. QUALIFICATIONS

Candidates should possess:

- i. a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level";
- ii. a degree in Administration or Management or Law or in any relevant field from a recognized institution;
- iii. at least 3 years' post qualifications experience.

NOTE 1

The employment on contract will not give the selected candidate(s) any claim for permanent appointment at the ECCEA.

4. DUTIES

1. To generally assist the Administrative Secretary of the Early Childhood Care and Education Authority in the performance of his duties.
2. To assist in formulating, in line with rules and regulations and best practices, administrative procedures and policies for the Authority and ensuring compliance thereof.
3. To act as Secretary in meetings/Committee as and when required.
4. To be responsible for matters pertaining to tender, quotations and procurements.

5. To be responsible for office accommodation, repairs and maintenance of all office requisites and furniture.
6. To assist in the formulation and implementation of Board's policies.
7. To assist in the preparation of various reports relating to the Authority.
8. To prepare programmes aiming at enhancing organizational efficiency and effectiveness and participate actively in their implementation.
9. To maintain liaison and communication channels with other units of the Authority and external stakeholders.
10. To ensure that the various rules and regulations pertaining to the Authority including instructions from the Director are correctly and uniformly complied with.
11. To implement and co-ordinate projects undertaken by the Authority and ensure follow-up action.
12. To promote and participate actively in programmes aiming at enhancing organizational efficiency and effectiveness.
13. To be responsible for the smooth running of any department/unit of the Authority as may be assigned.
14. To make use of ICT in the performance of his duties.
15. 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 Administrative Officer in the roles ascribed to him.

5. ALLOWANCE

Candidates will be paid an all-inclusive allowance of Rs 30,000.

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

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 21 June 2024**. 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 '**Administrative Officer on contract**' should be clearly marked on the top-left hand corner of the envelope.

The Early Childhood Care and Education Authority reserve 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,

Beau Bassin

Date: 31 May 2024.