Early Childhood Care and Education Authority

**VACANCY FOR THE POST OF ADMINISTRATIVE SECRETARY**

The Early Childhood Care and Education Authority (ECCEA) a parastatal body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology is inviting applications from suitably qualified candidates who wish to be considered for appointment as Administrative Secretary.

**Age Limit:**
Candidates, unless already in the Public Sector (including parastatal bodies and Local Authorities), should not have reached their 40th birthday by the closing date for the submission of applications.

**Salary scale:** Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

**Qualifications:**

A. A Degree in Management or Administration or Human Resource Management from a recognised institution

B. A Masters’ Degree in Management or Administration or Human Resource Management from a recognised institution

Or

Equivalent qualifications to A and B above acceptable to the Board.

C. Candidates should:

(i) reckon at least five years’ post qualifications experience in Administration/ Management.

(ii) be computer literate;

(iii) possess leadership skills and the ability to work under pressure; and

(iv) be familiar with modern trends and techniques in management

Candidates should produce written evidence of experience/knowledge claimed.
**Duties:** 1. To be responsible to the Director for the proper administration of the Authority in various fields such as General Administration, Secretariat, Human Resource, Public Relations and Health Safety.

2. To act as Secretary to the Early Childhood Care and Education Board and to keep a record of the Board's meetings and to service/attend other committees, as may be required.

3. To follow up on decisions taken by the Board /other committees set up by the Board.

4. To assist the Director in legal issues and ensure that all issues requiring legal advice are promptly attended to.

5. To assist in the preparation of relevant legislation.

6. To prepare and submit status report/position papers.

7. To assist in safeguard of the intellectual property rights and products of the authority.

8. To assist in the overall responsibility for security matters pertaining to the Authority.

9. To use ICT in the performance of his duties.

10. 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 Secretary in the role ascribed to him.

**Note:** The Administrative Secretary may be required to work outside normal working hours, as and when required.

**MODE OF APPLICATION:**

1. Qualified candidates should submit their applications on prescribed forms obtainable at the reception desk of the ECCEA, 2nd Floor Le Windsor, Royal Road, Beau Bassin or which can be downloaded from [www.eccea.mu](http://www.eccea.mu). Details on the duties of Administrative Secretary is also available on ECCEA website. Candidates should enclose photocopies of their academic/professional qualifications and relevant documentary evidence of experience claimed.
2. Incomplete, inadequate or inaccurate filing of Application Form may cause a candidate’s elimination. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.

**CLOSING DATE:**

Qualified candidates are requested to submit their applications so as to reach the Director, ECCEA, 2nd Floor Le Windsor, Royal Road, Beau Bassin, **not later than 3.30 p.m. on Tuesday 21 December 2021**. Applications obtained after the closing date **will not be accepted**. The onus for the prompt submission so that they reach the Director, ECCEA in time lies solely on applicants.

**Note:**

1. The ECCEA reserves the right not to fill the vacancy as a result of this advertisement.
2. The post applied for should be clearly marked on the left hand.
3. Only the best qualified candidates will be convened for the interview.
4. Incomplete and inaccurate filling of application forms or application not made on the prescribed form may entail the elimination of the candidate.

*8 December 2021*