



A Caring Institution

Early Childhood Care and Education Authority

NOTICE OF VACANCY

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 outside the public sector who wish to be considered for the appointment as **Resource Person (Pre-Primary) on contract.**

(1) Qualifications:

By selection from among candidates possessing:

- A. Cambridge School Certificate **or** General Certificate of Education O-Level
- B. Teachers Certificate in Early Childhood Education or an alternative qualification acceptable to the Board.

(2) Duties:

1. To be responsible to the Coordinator through the Head Master for the smooth running of the pre-primary unit where he or she is posted as per rules, regulations and procedures set up by the ECCEA in form of guidelines, protocols, circular notes or any form of institution approved by the Board and issued by the Director.
2. To plan and implement developmentally appropriate, child-centered and play-based early childhood activities within the National Curriculum Framework Pre-Primary 3-5 years.
3. To prepare yearly, monthly, weekly and daily lesson plans for specific learning activities with a view to accomplish educational goals and objectives.
4. To conduct assessment of each child's progress and development.
5. To facilitate the inclusion of SEN children admitted in the school.
6. To develop and produce teaching/learning aids and other appropriate instructional materials to be used for effective teaching and learning process.
7. To organize the indoor and outdoor learning environment to foster learning.
8. To ensure that the pre-school premises, both indoor and outdoor, are maintained in good sanitary conditions in line with sanitary and health norms.
9. To provide comfort and pastoral care to children and attend to their needs to foster the physical, emotional, intellectual and social development of all children under their custody during school hours.
10. To assist in the admission of children as per the rules and regulations determined by the ECCEA.
11. To help in the setting up the Parent-Teacher Association and serve on the Executive Committee of that Association.

12. To facilitate the organization of parental empowerment program as and when required by the ECCEA.
13. To plan and organize extracurricular activities including educational outings, open days as per calendar proposed and approved by the ECCEA.
14. To submit all relevant data and information of the school as and when required.
15. To keep an updated ledger and inventories of furniture, play materials and all other items under their custody.
16. To participate in workshops, seminars, training and other early years educational activities, as and when required.
17. To submit monthly roll of pupils to the Inspectorate Unit of the ECCE Authority.
18. To assist in the organization of play and animation activities in the national and regional play center/top library service.
19. To hold meetings with parents and collaborate with parents as when required.
20. To use ICT in the performance of his/her duties.
21. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from the Teacher/Senior Teachers in the roles ascribed to them.

Salary: Rs 16,785 plus travelling at approved rates

(3) Age Limit

Candidates should not have reached their **45th** birthday by the closing date for the submission of applications.

(4) Mode of Application:

Candidates should submit their applications on prescribed forms obtainable at the reception desk of the ECCEA, 2nd Floor, Windsor Complex, Royal Road, Beau-Bassin or which can be downloaded from www.eccea.mu. For more information and job descriptions refer to the aforesaid website.

(5) Closing Date:

(a) Qualified candidates are requested to submit their applications so as to reach the Director, ECCEA, Second Floor, Windsor Complex, Royal Road Beau-Bassin **not later than 3.30 p.m on Thursday 25 July 2024.** 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 corner of the envelope.
- 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.

Candidates should enclose photocopies of their academic/professional qualifications and relevant documentary evidence of experience claimed.

Date: 04/07/2024.