Early Childhood Care and Education Authority

VACANCY FOR THE POST OF SAFETY AND HEALTH OFFICER/SENIOR SAFETY AND HEALTH OFFICER

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 Safety and Health Officer/Senior Safety and Health Officer.

Age Limit:
Candidates, unless already in the Public Sector (including parastatal bodies and Local Authorities), should not have reached their 45th birthday by the closing date for the submission of applications.

Qualifications:

A.

(a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or

(b) Passed not below Grade C in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects of (ii) in six subjects including English Language with at least Grade C in any one subject.
Note
Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

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

C. A Diploma in Occupational Health and Safety of the University of Mauritius or the Diploma in Occupational Safety and Health Management of the University of Technology, Mauritius or an equivalent qualification in accordance with Part 1 of the First Schedule to the Occupational Safety and Health Act.

D. Candidates should be computer literate.

Experience in the field of occupational health and safety is desirable.
Qualification at A above should have been obtained prior to qualification at B above.
Candidates should produce written evidence of experience/knowledge claimed.

3. Duties and Salary

1. To advise Management in the formulation of safety and health policies for the Authority including Pre-Schools operating under its aegis and to ensure that all the provisions under the Occupational Safety and Health Act and subsidiary legislations are complied with.

2. To be responsible for the administration/implementation of the safety, health and welfare policies of the Authority.
3. To plan, organize, implement and maintain adequate health and safety measures at the Head Office and Sub Offices of the Authority including Pre-Schools.

4. To design, plan, implement and evaluate training programmes aimed at meeting the requirements of occupational safety and health legislations in force.

5. To carry out regularly a risk assessment of all work operations within the Head Office and Sub Offices of the Authority, Pre-Schools and canteens and formulate and implement appropriate measures to obviate any risks to the safety and health of employees.

6. To liaise with government institutions, private organisations or individuals on all matters related to safety and health of employees of the Authority as well as employees and children in Pre-Schools.

7. To investigate any occupational accident and recommend on measures to prevent any occurrence.

8. To deal with legal matters relating to safety and health and represent Management in court cases.

9. To act as Secretary to Committees concerning safety and health matters.

10. To make use of Information and Communication Technology in the performance of his duties.

11. 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 Safety and Health Officer/Senior Safety and Health Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900 a month.

**MODE OF APPLICATION:**

1. Qualified candidates should submit their applications on the prescribed form that can be obtained at the reception desk of the Early Childhood Care and Education Authority or downloaded from the website on www.eccea.mu together with photocopies of their academic qualifications.
The post of **Safety and Health Officer/Senior Safety and Health Officer** should be clearly marked on the top-left hand corner of the envelope.

**CLOSING DATE:**

Qualified candidates are requested to submit their application so as to reach the Director, ECCEA, 2nd Floor Le Windsor, Royal Road, Beau Bassin, **not later than 3.30 p.m. on Thursday 07 September 2023**. Late application and application not made in the prescribed form **will not** be considered.

Applications received **after** the closing date and time mentioned in the advertisement will not be accepted. The onus for the prompt submission of applications so that they reach the Director of the Authority in time lies solely on applicants.

**Note:**

1. Incomplete, inadequate or inaccurate filling of the Application Form may entail a candidate’s elimination.

2. **Candidates should enclose photocopies of their academic as well as professional qualifications, and provide relevant documentary evidence of experience claimed.**

3. **Only** the best qualified candidates will be convened for an interview.

4. The ECCEA reserves the right not to fill the vacancy as a result of this advertisement.

*15 August 2023*  

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