



## **Early Childhood Care and Education Authority**

### **VACANCY FOR THE POST OF FINANCIAL OPERATIONS OFFICER/ SENIOR FINANCIAL OPERATIONS OFFICER (ON CONTRACT)**

The Early Childhood Care and Education Authority (ECCEA) is a parastatal body operating under the aegis of the Ministry of Education and Human Resource.

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

#### **2. AGE LIMIT**

Candidates should not have reached their 45<sup>th</sup> birthday.

#### **3. QUALIFICATIONS**

**A.** By selection from candidates possessing:

- (i) A Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution or an equivalent qualification acceptable to the Board, and
- (ii) Reckoning at least 4 years' experience in finance/ accounting duties.

#### **Duties:**

1. To assist in the supervision of all fields of financial duties at the ECCEA.
2. To advise on issues related to financial matters, management and transactions.
3. To ensure that financial, procurement and other relevant legislations and regulations are correctly applied and fully complied with.
4. To supervise the work of subordinate staff.
5. To ensure that financial duties are carried out in accordance with the instructions and regulations contained in the Financial Management Kit and other applicable legislations and regulations and to flag non-compliance and misinterpretation of existing rules and regulations to the Director and the Accountant and recommend corrective action.
6. To investigate into cases of complaints, fraud and irregularities and propose corrective measures to the Director and the Accountant.

7. To ensure that accounting arrangements of the ECCEA Zones are properly done and collection of revenue is effected promptly.

8. To prepare/ assist in the preparation of Performance Based Budget.

9.To attend to audit queries on financial issues, to provide material for the proper reply and to take appropriate corrective measures, as directed.

10.To meet reporting requirements and submit financial statements/ returns/ reports, as and when required.

11. To perform duties related to the Pay as You Earn System of Taxation and Tax Deduction Scheme.

12. To provide on-the-job training to officers working under his responsibility.

13.To input, operate and update the Accounting Payroll/Systems.

14. To devise, maintain and monitor an effective Management Information System.

15.To assist in the implementation of the Performance Management System.

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

17. 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 Financial Operations Officer in the roles ascribed to him.

#### **4. ALLOWANCE**

Candidates will be paid an all-inclusive allowance of Rs 45,000 and travelling.

#### **5. 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.

**6. 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.

**7. CLOSING DATE OF APPLICATION**

Qualified candidates are requested to submit their applications so as to reach the Ag Director, Early Childhood Care and Education Authority, 2nd Floor Le Windsor, Royal Road, Beau Bassin, **not later than 30<sup>th</sup> March 2026** 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 '**Financial Operations Officer/Senior Financial Operations Officer (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  
2<sup>nd</sup> Floor, Le Windsor Building, Beau Bassin**

**9 March 2026**