



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 (Assistant Teacher-Pre-Primary) on contract.**

(1) Qualifications

The Candidates should possess:

A. (a) Cambridge School Certificate with credit in at least 5 subjects obtained at not more than two sittings; **or**

(b) General Certificate of Education “Ordinary Level” with credit in at least 5 subjects obtained at not more than two sittings.

B. Candidates should:

- i. Have good interpersonal and communication skills and be responsive to each child’s needs;
- ii. Have a positive attitude towards colleagues and children; and
- iii. Show care and warmth when interacting with children and parents.
- iv. Be responsive to each child’s needs.

(2) Duties:

1. To be responsible to the Coordinator through the Head Master of the Pre-Primary school.
2. To support children to adjust to pre-primary school environment.
3. To assist children during feeding and while using washrooms.
4. To assist in planning of school activities and teaching.
5. To provide assistance to the Teacher in developing learning resources for an effective teaching and learning process.
6. To assist in the setting up of the classroom environment and in the delivery of class lessons/activities.
7. To assist in checking and maintaining class attendance register and other records.
8. To maintain a safe and conducive environment for children to play, explore and learn.
9. To provide support in supervision of children (indoor/outdoor) and discipline maintenance.

10. To guide and support children during school activities and interact positively with them.
11. To assist the Teacher in giving attention to children with special needs.
12. To assist in the provision of comfort and pastoral care to meet the physical, emotional, intellectual and social needs of all children under their custody during school hours.
13. 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 Assistant Teachers in the roles ascribed to them.

Salary: Rs 15,000 plus travelling at approved rates.

(3) Age Limit

Candidates should not have reached their **35th** 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, 2ndFloor, 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