



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 who wish to be considered for appointment as **Clerk/Word Processing Operator**.

AGE LIMIT:

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

QUALIFICATIONS:

Candidates should possess:

A.

(i) A Cambridge School certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained in not more than two sittings

or

(ii) Passes not below grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained in not more than two sittings at 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 two any subjects or (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 Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or passes in at least two subjects obtained in one certificate at the General Certificate of Education "AdvanceLevel".

OR

Equivalent qualifications to A and B above acceptable to the Early Childhood Care & Education Authority.

C. A Certificate in Typewriting or keyboarding with a speed of at least 25 words a minute from a recognized institution.

D. A Certificate in Word Processing from a recognized institution.

E. Good communication and interpersonal skills.

Qualification at A above should have been obtained prior to qualification at B above.

DUTIES:

1. To perform clerical and word processing duties including, inter alia;
 - The preparation, scrutiny and processing of straight forward documents, records, etc.
 - Typing and collating a variety of general office correspondence and documents;
 - Maintaining files of correspondences, forms, reports and other materials;
 - Receiving, sorting and processing mail and preparing material for mailing;
 - Photocopying reports and other documents and operating standard office machines such as telefax machines/scanner;
 - Carrying out word processing and data entry and updating information in a computer system;
 - Carrying out registry, simple finance, human resource and procurement and supply work, under supervision;
 - Assisting in administrative duties and providing general support to operational services;
 - Drafting reply to simple correspondence;
 - Operating email services and carrying out secretarial duties as and when required;
 - Filing of documents;
2. 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 Clerks/Word Processing Operators in the roles ascribed to them.

SALARY:

The permanent and pensionable post carries salary in scale of Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375- 22225 x 400 - 23425 x 525 - 26050 x675 - 27400 x 825 – 34825 a month.

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. 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 pm 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.
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.

04 July 2024