



Early Childhood Care and Education Authority

VACANCY FOR THE POST OF HUMAN RESOURCE MANAGER (ON CONTRACT)

The Early Childhood Care and Education Authority (ECCEA) is a parastatal body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

Applications are invited from qualified candidates who wish to be considered for employment as **Human Resource Manager (on contract)**.

2. AGE LIMIT

Candidates should not have reached their 70th birthday and should be medically fit.

3. Public Officers who have retired in the interest of the Public Service or on medical grounds will not be considered

4. QUALIFICATIONS

A.

- i. a degree in Human Resource Management from a recognized institution or an equivalent qualification acceptable to the Board.

B. Candidates should:

- i. reckon at least three years' post qualification experience in Human Resource Management, not below the level of Assistant Manager, Human Resources in the public sector;
- ii. be fully conversant with human resource policies, rules, regulations, practices and related legislation for the Public Sector and the latest trends in human resource management;
- iii. possess good leadership and strong communication, interpersonal and negotiating skills;
- iv. possess good problem-solving skills and the ability to analyze complex human resource matters;
- v. have the ability to work in a multi-disciplinary team; and
- vi. are capable to work under pressure and meet tight deadlines.

Candidates should produce written evidence of knowledge claimed.

NOTE 1

The employment on contract will not give the selected candidate(s) any claim for permanent appointment at the ECCEA.

5. DUTIES

1. To be responsible for the day-to-day management and operations of the Human Resource Section of the ECCEA.
2. To advise the Director of the ECCEA on all matters related to human resource policies, practices and procedures.
3. To ensure that –
 - i. human resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably; and
 - ii. schemes of service are properly drafted and existing ones are reviewed to meet organizational needs in terms of roles and responsibilities.
4. To develop in consultation with the Director, a strategic approach to human resource management and development to ensure the effective achievement of the organization's goals and objectives.
5. To carry out human resource planning and forecasting to match human resource requirements in terms of number, roles and level of responsibilities with organizational needs.
6. To ensure the successful implementation and sustainability of all modernization, reforms and change management initiatives in the field of human resource management.
7. To prepare human resource proposals in the context of budgetary exercise.
8. To liaise with heads of departments to establish a manpower and succession plan for their respective units.
9. To assist in carrying out studies and research work in problem areas.
10. To supervise and provide proper guidance and coaching to subordinate staff.

11. To conduct Training Needs Analysis, assist in the mounting of appropriate training courses and to evaluate effectiveness of training.
12. To develop and implement organization design and work processes.
13. To act as chairperson/member/secretary of boards and committees relating to human resource matters.
14. To attend Court/Tribunal in respect of cases relating to human resource matters and to ensure proper follow-up action.
15. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion.
16. To facilitate the promotion of staff welfare and a good, healthy and safe working environment.
17. To use ICT in the performance of his duties.
18. 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 HR Manager on Contract in the roles ascribed to him.

6. ALLOWANCE

Candidates will be paid an all-inclusive allowance of Rs 55,000 per month.

7. 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

The Application Form should be submitted along with copies of the Birth/Marriage, Academic and Professional Certificates.

8. 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.

9. **CLOSING DATE OF APPLICATION**

Qualified candidates are requested to submit their applications so as to reach the Director, Early Childhood Care and Education Authority, 2nd Floor Le Windsor, Royal Road, Beau Bassin, **not later than Wednesday 10 April 2024.** 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 **‘Human Resource Manager (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

2nd Floor, Le Windsor Building,

Beau Bassin

Date: 22 March 2024