



A Caring Institution

Early Childhood Care and Education Authority

VACANCY FOR THE POST OF HUMAN RESOURCE OFFICER / SENIOR HUMAN RESOURCE OFFICER (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 Officer/Senior Human Resource Officer (on contract)**.

2. AGE LIMIT

Candidates should not have reached their 45th birthday and should be medically fit.

3. QUALIFICATIONS

Candidates should possess:

- A.** A Diploma in Human Resource Management from a recognized institution or an equivalent qualification acceptable to the Board.

AND

- B.** Candidates should –
- i. have a good knowledge of policies, rules and regulations relating to the management of human resources;
 - ii. possess good interpersonal and communications skills;
 - iii. possess good analytical and problem-solving skills; and
 - iv. be computer literate.

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.

4. DUTIES

1. To provide advice in accordance with standing rules and regulations on matters relating to the management of human resources.
2. To assist in the implementation of human resource policies so that all officers are treated fairly and equitably.
3. To review staffing requirements in terms of number of staff and skill levels through regular manpower assessments.
4. To assist on the determination of human resource needs in terms of number and levels of responsibility through proper planning and forecasting and to prepare budget proposals.
5. To assist in the development of organization design and work procedures.
6. To draft and process Schemes of Service.
7. To provide support in the implementation of the Performance Management System.
8. To assist in the identification of training needs and in mounting appropriate training courses.
9. To assist in the implementation and maintenance of an up-to-date Human Resource Management Information System.
10. To monitor the attendance of officers in line with established guidelines.
11. To supervise and provide proper guidance and coaching to junior staff in the Human Resource Unit.
12. To promote good employee relations and staff welfare.
13. To act as member/secretary of boards and committees relating to human resource matters.
14. To attend to Court / Tribunal in respect of cases related to human resource matters and to ensure proper follow-up action.
15. To use ICT in the performance of his duties.
16. 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 Human Resource Officer/Senior Human Resource Officer in the roles ascribed to him.

5. SALARY

Candidates will be paid a salary of Rs 25,000 plus salary compensation and travelling allowance at approved rates.

6. 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.

7. 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.

8. 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 3.30 p.m. on 16 August 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 Officer/Senior Human Resource 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
2nd Floor, Le Windsor Building,
Beau Bassin**

Date: 31 July 2024