



# **Early Childhood Care and Education Authority**

## **VACANCY FOR THE POST OF MANAGER, FINANCIAL OPERATIONS (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 **Manager, Financial Operations (MFO) on Contract**.

### **2. AGE LIMIT**

Candidates should not have reached their 70<sup>th</sup> birthday and should be medically fit.

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

### **3. QUALIFICATIONS**

Candidates should:

- i. possess a degree in Financial Management with specialization in Public Finance or Public Sector Financial Management or Accountancy or Finance from a recognized institution or an alternative qualification acceptable to the Board;
- ii. reckon at least three years' post qualification experience in Accounting or Finance, not below the level of Assistant Manager, Financial Operations in the public sector; and
- iii. possess good analytical, communication and interpersonal skills.

### **DUTIES:**

1. To be responsible to the Director for the sound financial operations and management of the Finance Section.
2. To assist the Director in putting in place an appropriate internal control system and in ensuring that it is operating as intended and that proper mechanism exist for the safeguard of public monies.

3. To ensure that the departmental financial information and reporting systems, procedures and control are adequate so that appropriate and reliable information is provided to management in a timely manner.
4. To supervise and assess operational performance against set targets, while ensuring that financial functions add value to the overall management and decision-making process of the Authority.
5. To devise, maintain and monitor an effective system for the scrutiny and disbursement of grants/funds to aided pre-primary schools in compliance with existing regulations.
6. To ensure that financial operations are carried out in accordance with the Financial Management Kit and other relevant legislation and regulations and, to report cases of non-compliance and misinterpretation thereof to the Director and recommend corrective action.
7. To liaise with the Financial Secretary through the Director on matters requiring major policy decisions on financial operations and management and where appropriate, review the adequacy and effectiveness of Financial Management Systems and procedures to ensure continuous improvement.
8. To investigate into cases of complaints, fraud and irregularities and propose corrective measures.
9. To meet reporting requirements and submit financial statements/returns/reports, as and when required.
10. To ensure correct operation of the Pay As You Earn System of Taxation, Tax deduction at Source and contributions towards National Solidarity Fund in accordance with prevailing legislation.
11. To ensure capacity building of staff on Financial Operations and Management through training and rotation.
12. To assist management in the analysis and interpretation of internal and external audit reports as well as propose and initiate remedial action.
13. To use ICT in the performance of his duties.
14. 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 Manager, Financial Operations (on contract) in the roles ascribed to him.

#### **NOTE 1**

The employment on contract will be for one (1) year and shall not give the selected candidate(s) any claim for permanent appointment at the ECCEA.

#### **4. ALLOWANCE**

Candidate(s) will be paid an all-inclusive allowance of Rs 55,000 per month.

## **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 Director, Early Childhood Care and Education Authority, 2nd Floor Le Windsor, Royal Road, Beau Bassin, **not later than 3.30 p.m. on 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 **‘Manager, Financial Operations (MFO) 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**

**Date: 22 March 2024**