



A Caring Institution

EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

INTERNAL VACANCY FOR THE POST OF MANAGEMENT SUPPORT OFFICER

Applications are invited from qualified candidates who wish to be considered for appointment as **Management Support Officer**.

Salary: Rs16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Qualifications:

A. By selection from among officers on the establishment of the Early Childhood Care Education Authority who hold a substantive appointment in the grade of Clerk/Word Processing Operators.

B. Candidates should:

- (i) possess good communication skills;
- (ii) have a positive attitude towards work;
- (iii) have a general knowledge of national and international issues; and
- (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To prepare, scrutinise and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies.
3. To maintain files, forms, reports and other materials.
4. To receive, sort and process mail and to prepare materials for mailing.

5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
6. To carry out word processing and data entry and to update information in a computer system.
7. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
8. To assist in administrative duties within the division/section/unit and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services, as and when required.
11. To effect simple research on matters pertaining to the division/section/unit, as and when required.
12. To keep records regarding documents, books and magazines of the Early Childhood Care Education Authority, and to assist users by providing relevant information, whenever required.
13. To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
14. To use ICT in the performance of his duties.
15. 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 Management Support Officer in the roles ascribed to him.

Mode of Application

Qualified candidates should submit their applications on application forms which are available at the reception desk of the Early Childhood Care and Education Authority, Merry Town, Helvetia 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.

Closing date

Applications, through registered post, should reach: The Officer in Charge, Early Childhood Care and Education Authority, Merry Town, Helvetia, Saint Pierre, not later than **22 March 2019 at 15.30 hrs.**

7 March 2019