



A Caring Institution

EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

INTERNAL VACANCY FOR THE POST OF SENIOR TEACHER

Applications are invited from qualified candidates who wish to be considered for appointment as Senior Teacher.

Salary: Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725

Qualifications:

By selection from among employees in the grade of Teacher who reckon at least ten years' experience in a substantive capacity in the grade and who possess:

- (A) (a) Cambridge School Certificate with credit in English Language, French and Mathematics obtained at not more than two sittings or
- (b) Passes not below Grade C in English Language, French and Mathematics obtained at not more than two sittings at the 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 any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
- (c) An equivalent qualification acceptable to the Board.

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 the Cambridge Higher School Certificate Examinations.

- (B) The Teacher's Certificate (Pre-Primary) from the Mauritius Institute of Education.

Note

Teacher-in-Charge will be required to follow an in-service programme leading to a Certificate in Pre-School Training and Supervision. On successful completion of the programme, they will proceed incrementally in their salary scale up to the salary point Rs13,400 to be read from the master scale.

- Duties:**
1. To be responsible to the Assistant Coordinator for the smooth running of ECCEA pre-school centres.
 2. To organize and supervise the work of junior staff posted to the pre-school centres and to keep an attendance register for staff and pupils.
 3. To assist in the exercise of recruitment of pupils at school level.
 4. To plan and implement appropriate pre-school activities for pupils enrolled at the pre-school centres.
 5. To ensure that the pre-school premises, both indoor and outdoor, are maintained in good sanitary conditions in line with sanitary and health norms.
 6. To provide pastoral care to children and produce learning aids and instructional materials.
 7. To set up a Parent Teacher's Association.
 8. To develop education and pedagogical material and tool kits.
 9. To keep relevant pedagogical and administrative documents and records.
 10. To participate in workshops, seminars, training and other early years educational activities, as and when required.
 11. To collect monthly school fees from parents, keep appropriate financial records and credit sums collected to the bank account of the ECCE Authority.
 12. To submit monthly return of staff attendance and monthly roll of pupils to the regional office of the ECCE Authority.
 13. To keep ledger and inventories of furniture, play materials and all other items available at the pre-school centres.
 14. To assist in the organisation of parental education programmes at school and community level.

15. To assist in the organisation of play and animation activities in the national and regional play centre/toy library service.
16. To perform such cognate duties as may be assigned.

Note

Senior Teachers may be required to work after normal working hours, as and when required.

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.

Incomplete, inadequate or inaccurate filling of the 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

Applications, through registered post, should reach: The Officer in Charge, Early Childhood Care and Education Authority, Merry Town, Helvetia, Saint Pierre, not later than **29 March 2019 at 15.30 hrs.**

7 March 2019