



A Caring Institution

EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

INTERNAL VACANCY FOR THE POST OF ASSISTANT COORDINATOR

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Coordinator.

Salary: Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 X 925 - 34350

Qualifications: (A) By selection from among Teachers on the establishment of the Early Childhood Care and Education Authority reckoning at least ten years' experience in either grade or an aggregate of ten years in both grades.

(B) Candidates should have:

- (i) knowledge of modern trends in the field of pre-school education;
- (ii) knowledge of relevant educational policies, rules and regulations; and
- (iii) good communication and interpersonal skills

Duties:-

1. Assist in the planning and management of pre-school activities at both regional and national levels.
2. Monitor implementation of the National Curriculum Framework (NCF) and pedagogical approaches at school level.
3. Assist in building and analyzing data pertaining to pre-school indicators.
4. Assist in planning, monitoring and coordinating the registration and inspection of pre-school managers and pre-school non-teaching staff.
5. Monitor and recommend payment of per capita grant to private school.

6. Assist in enforcing pre-school mandatory norms in all the pre-school settings.
7. Assist in developing and promoting communication/networking channels with pre-school stakeholders, parents and teachers in particular.
8. Assist in improving and sustaining quality pre-school services.
9. Attend Committees as and when required.
10. Assist in the implementation of training programs at regional level.
11. Ensure implementation of ECCEA policies.
12. Assist in curriculum development and planning.
13. Receive application of registration of pre-primary schools.
14. Visit and inspect pre-primary schools to ascertain whether provisions of the ECCEA Act and ECCEA regulations are being complied with.
15. Submit data and reports on pre-primary schools as and when required.
16. Monitor and recommend application for educational outing or any other extracurricular activities.
17. 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 Assistant Coordinator (ECCEA) in the role 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 **29 March 2019 at 15.30 hrs.**

IMPORTANT:

- i. The ECCEA reserves the right not to fill the vacancies as a result of this advertisement.
- ii. The post applied for should be clearly marked on the left hand corner of the envelope.
- iii. The ECCEA reserves the right to convene only the best qualified candidates for interview.
- iv. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant. ***Only the prescribed Application Form should be used.***

7 March 2019