



A Caring Institution

## EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

### RECEPTIONIST/TELEPHONE OPERATOR

Applications are invited from qualified candidates who wish to be considered for appointment as Receptionist/Telephone Operator.

**Salary Scale:** Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 (ECCEA 7)

**Qualifications:** (A) Cambridge School Certificate with credit in English language and French obtained on one certificate or Passes obtained on one certificate at the General Certificate of Education 'Ordinary Level' in at least five subjects with at least Grade C in English Language and French or 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) Candidates show also:  
a. Be computer literate  
b. Have a pleasant personality and a neat appearance;  
and  
c. Be fluent in English and French

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To operate the reception desk of the Early Childhood Care and Education Authority.
2. To maintain a register of all visitors.
3. To assist visitors by providing information to them to facilitate their contact with officers of the Early Childhood Care and Education Authority.
4. To control access to offices of the Early Childhood Care and Education Authority.
5. To take messages from outside callers and transmit same to officers concerned.

### **Age Limit**

Candidates, unless already in the service, should not have reached their **45<sup>th</sup>** birthday by closing date for the submission of application.

### **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](http://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 **20 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.**

**8 March 2019**