



A Caring Institution

Early Childhood Care and Education Authority

VACANCY FOR THE POST OF ADMINISTRATIVE SECRETARY

The Early Childhood Care and Education Authority (ECCEA) a parastatal body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology is inviting applications from suitably qualified candidates who wish to be considered for appointment as **Administrative Secretary**.

Age Limit:

Candidates, unless already in the **Public Sector** (including parastatal bodies and Local Authorities), should not have reached their **45th** birthday by the closing date for the submission of applications.

Salary Scale: Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 - 69800

Qualifications:

- A. A Degree in Management or Administration or Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Board.
- B. A Masters' Degree in Management or Administration or Human Resource Management from a recognized institution

Or

Equivalent qualifications to A and B above acceptable to the Board.

C. Candidates should:

- (i) reckon at least five years 'post qualifications experience in Administration/Management;
- (ii) be computer literate;
- (iii) possess leadership skills and the ability to work under pressure; and
- (iv) be familiar with modern trends and techniques in management.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To be responsible to the Director for the proper administration of the Authority in various fields such as General Administration, Secretariat, Human Resource, Public Relations and Health and Safety.
2. To act as Secretary to the Early Childhood Care and Education Board and to keep a record of the Board's meetings and to service/attend other committees, as may be required.

3. To follow up on decisions taken by the Board/other committees set up by the Board.
4. To assist the Director in legal issues and ensure that all issues requiring legal advice are promptly attended to.
5. To assist in the preparation of relevant legislation.
6. To prepare and submit status report/position papers.
7. To assist in safeguard of the intellectual property rights and products of the authority.
8. To assist in the overall responsibility for security matters pertaining to the Authority.
9. To use ICT in the performance of his duties.
10. 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 Administrative Secretary in the role ascribed to him.

Note:

The Administrative Secretary may be required to work outside normal working hours, as and when required.

MODE OF APPLICATION:

1. Qualified candidates should submit their applications on the prescribed form that can be obtained at the reception desk of the Early Childhood Care and Education Authority or downloaded from the website on www.eccea.mu together with photocopies of their academic qualifications.

CLOSING DATE:

Application Forms should reach the Director, ECCEA, 2nd Floor Le Windsor, Royal Road, Beau Bassin, **not later than 3.30 p.m. on Monday 29 April 2024.**

The post applied for should clearly be marked on the top left corner of the envelope.

Note:

1. Late application and application not made in the prescribed form will **not** be considered.
2. Only the best qualified candidates will be convened for an interview.
3. The ECCEA reserves the right not to fill the vacancy as a result of this advertisement.

08 April 2024

Early Childhood Care and Education Authority