



A Caring Institution

Early Childhood Care and Education Authority

VACANCY FOR THE POST OF ATTENDANT

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 from among members of the public who wish to be considered for the appointment as **Attendant** on the establishment of the ECCEA.

(1) **Qualifications**

The Candidates should possess:

A. The Certificate of Primary Education

(2) **Duties:**

B. When posted to Pre-Primary Schools

1. To open and close pre-primary school premises;
2. To clean school premises (including classroom, kitchen, toilet, window panes and furniture);
3. To ensure that pedagogical materials are cleaned;
4. To keep immediate outdoor environment clean, safe and attractive;
5. To bath children, change their clothes, wash the soiled clothes and pack them for return to parents.
6. To clean curtains, as and when required.
7. To assist educators to serve lunch/juice to children during lunch time and breaks.
8. To collect bread daily from primary school for distribution to pre-school children.
9. To stack and remove store items on instruction.
10. To purchase cleaning materials, as and when required.
11. To mail official letters to the Post Office
12. To accompany and monitor children during school outings, under the supervision of educators;
13. To assist educators in the production of simple learning aids;
14. To arrange settings for play activities under the guidance of educators;
15. To help in the implementation of the food program
16. 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 Attendants in the roles ascribed to them.

C. When posted to Offices

1. To collect keys and deposit same from/to Police Station.
2. To open and close offices.
3. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To usher in/guide visitors to schedule officers and maintain a record of such visits.
5. To clean office premises and maintain the physical environment at a good standard.
6. To operate a telephone switchboard/PABX console.
7. To operate simple office equipment such as duplicating machine, photocopying machine, fax machine, etc.
8. To respond to calls.
9. To be in attendance at the reception counter of the Early Childhood Care and Education Authority, as and when required.
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 Attendants in the roles ascribed to them.

Salary: Rs 13 745 x 230 – 13 975 x 250 x 15 225 x 260 – 17 825 x 275 – 18 925 x 300 – 19 525 x 325 – 21 475

(3) Age Limit

Candidates should not have reached their 48th birthday by the closing date for the submission of applications.

(4) Mode of Application:

Candidates should submit their applications on prescribed forms obtainable at the reception desk of the ECCEA, 2nd Floor, Windsor Complex, Royal Road, Beau-Bassin or which can be downloaded from www.eccea.mu. For more information and job descriptions refer to the aforesaid website.

(5) Closing Date:

(a) Qualified candidates are requested to submit their applications so as to reach the Director, ECCEA, Second Floor, Windsor Complex, Royal Road Beau-Bassin **not later than 3.30 p.m. on 16 August 2024.** Applications obtained after the closing date **will not be accepted.** The onus for the prompt submission so that they reach the Director, ECCEA in time, lies solely on applicants.

Note:

- 1) The ECCEA reserves the right not to fill the vacancy as a result of this advertisement.
- 2) The post applied for should be clearly marked on the left-hand corner of the envelope.
- 3) Only the best qualified candidates will be convened for the interview.
- 4) Incomplete and inaccurate filling of application forms or application not made on the prescribed form may entail the elimination of the candidate.

Candidates should enclose photocopies of their academic/professional qualifications and relevant documentary evidence of experience claimed.

Date:31/07/2024