



## Early Childhood Care and Education Authority

### VACANCY FOR THE POST OF DRIVER/OFFICE 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 **Driver/Office Attendant** at the ECCEA.

#### (1) Qualifications

By selection from candidates who possess:

- A. (1) A Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least grade C in any 2 subjects or in six subjects including English Language with at least Grade C in any one subject or any equivalent qualification acceptable to the Board.
- B. A valid Driving Licence to drive cars and vans or lorries or buses.
- C. A basic knowledge of mechanics and simple vehicle maintenance.

#### (2) Duties:

1. To drive the vehicles of the ECCEA for the conveyance of staff and visitors, materials and equipment in connection with the activities of the ECCEA.
2. To carry out simple checks/maintenance tasks including –
  - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
  - (b) Checking of engine oil-level and topping up, if necessary; and reporting any unusual oil consumption
  - (c) testing and cleaning fuel pump and carburator;
  - (d) checking brakemaster and clutch master cylinders and topping up, if necessary ;
  - (e) checking up wheel nuts for wheel tightness if necessary, including spare wheel ;
  - (f)reporting any defect to the responsible officer;
  - (g) cleaning and preventive servicing of the vehicle under his responsibility;
  - (h) lubricating of vehicles

- (i) topping up of back
- (j) keeping fuel lines of dirt and water;
- (k) cleaning fuel park plugs and fuel injectors;
- (l) keeping tyres pumped to specifications; and
- (m)ensuring regular servicing of vehicles;

3. To effect minor repairs to vehicle on the road including changing of tyres, and making arrangement for mending of punctures and using a tyre gauge, cleaning distributors points and remedying simple faults in ignition and lighting system.

4. To keep a log book

5. To perform messsengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required

Salary: Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 - 27400

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

**(3) Mode of Application:**

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

**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 7 October 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.

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

**Date 26 09 2024.**