



Early Childhood Care and Education Authority

VACANCY FOR THE POST OF RECEPTIONIST/TELEPHONE OPERATOR

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 the appointment as **Receptionist/Telephone Operator** on the establishment of the ECCEA.

Qualifications

Candidates should possess;

A. (i) 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 can 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 should 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.

To be responsible to the Director.

Duties.

1. To operate the reception desk of the Early Childhood Care and Education Authority.
2. To main 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.

6.To operate the telephone switchboard (PABX).

7.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 Receptionist/Telephone Operator in the roles ascribed to him.

Salary: Rs 15 225 x 260 - 17 825 x 275 - 18 925 x 300 - 19 525 x 325-21 475 x 375 - 22 225 x 400 - 23 425 x 525-26 050 x 675-27 400 x 825 x 29 875.

Age Limit

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

Mode of Application:

Candidates should submit their applications on prescribed forms obtainable at the reception desk of the ECCEA, 21dFloor, 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.

Closing Date:

(b) 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 will entail the elimination of the candidate.

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

Date: 31 July 2024