



A Caring Institution

Early Childhood Care and Education Authority

NOTICE OF VACANCY

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 outside the public sector who wish to be considered for the enlistment as **Teacher (Pre-Primary School)**.

(1) **Qualifications**

The Candidates should possess:

A. (a) Cambridge School Certificate with credit in English Language, French and Mathematics obtained at not more than two sittings; **or**

OR

(b) Passes in at least five subjects with at least Grade C in English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

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. A Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

C. A Certificate in Pre-School Education conducted by the MIE or Open University of Mauritius.

or

Equivalent qualifications to A, B and C above acceptable to the Board

D. Reckoning at least three years' teaching experience in a Pre-School Institution.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should show produce written evidence of qualifications and experience claimed.

Salary: Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 – 31525 QB - 32350 x 825 - 35650 x 900 - 36550

(2) **Duties:**

1. To be responsible to the Assistant Coordinator, Coordinator, the Head Master and any other senior officer (depending on posting) for the smooth running of the pre-primary unit where he or she is posted in accordance with rules, regulations and procedures set up by the ECCEA in form of guidelines, protocols, circular notes or any other form of instruction approved by the Board and issued by the Director
2. To plan and implement developmentally appropriate, child centered and play based early childhood activities within the National Curriculum Framework Pre-Primary 3-5 years.
3. To prepare daily lesson plans for specific learning activities with a view to accomplish educational goals and objectives.
4. To conduct assessment of each child's progress and development.
5. To facilitate the inclusion of SEN children admitted in the school.
6. To develop and produce teaching/learning aids and other appropriate instructional materials to be used for effective teaching and learning process.
7. To ensure that classrooms are well set up and organized to foster learning.
8. To provide comfort and pastoral care to meet the physical, emotional, intellectual and social needs of all children under their custody during school hours etc.
9. To assist in the admission of children as per the rules and regulations determined by the ECCEA.
10. To keep administrative and pedagogical documents as per systems and procedures prescribed by the ECCEA.
11. To help in setting up of the Parent-Teacher Association and serve on the Executive Committee of that Association.
12. To facilitate the organization of parental empowerment program as and when required by the ECCEA.
13. To plan and organize extra-curricular activities including educational outings, open days as per calendar proposed and approved by the ECCEA.
14. To submit all relevant data and information of the school as and when required.'
15. To use ICT in the performance of his/her duties.
16. To perform such other duties directly to the main duties listed above or related to the delivery of the output and results expected from the Teachers in the roles ascribed to them.

(3) **Age Limit**

Candidates should not have reached their 45th birthday by the closing date for the submission of applications.

(4) **Mode of Application:**

Candidate 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 Friday 21 June 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: 31 May 2024.