



Early Childhood Care and Education Authority

VACANCY FOR THE POST OF ASSISTANT FINANCIAL OPERATIONS OFFICER

The Early Childhood Care and Education Authority (ECCEA) is a parastatal body operating under the aegis of the Ministry of Education and Human Resource.

Applications are invited from qualified candidates who wish to be considered for employment as **Assistant Financial Operations Officer (AFOO)**.

1. Age Limit

Candidates, unless already in the public sector, should not have reached their 45th birthday by the closing date of this advertisement.

2. Salary Scale

The permanent and pensionable post of Assistant Financial Operations Officer carries Salary Scale: Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 – 49000.

However, for the year 2026, the corresponding discounted salary will be as specified at Row 3 of the Consolidated Master Conversion Table in the Ministry of Public Service and Administrative Reforms Circular Letter No. 3 of 2026.

3. Qualifications

By selection from among officers in the grade of clerk/Word Processing Operator on the establishment of the Early Childhood Care and Education Authority who:

- (i) reckon at least four years' service in a substantive capacity in respect grade or an aggregate of at least four years' service in a substantive capacity in the grade of Clerk/Word Processing Operator;
- (ii) have a good knowledge of policies, rules and regulations relating to the management of financial operations in the Public Service; and
- (iii) Possess potential and aptitude for financial work.

Note 1:

In the absence of qualified serving officers on the establishment of the Early Childhood Care and Education Authority by selection from among officers in the Public Sector who

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- (i) possess a Cambridge Higher School Certificate with a pass at “Principal Level” in Accounting or passes in at least two subjects including Accounting obtained on one certificate at the General Certificate of Education “Advanced Level”;
- (ii) reckon at least four years’ experience in finance/accounting/audit duties;
- (iii) have a good knowledge of policies, rules and regulations relating to the management of financial operations in the Public Service;
- (iv) possess potential and aptitude for financial work; and Candidates should produce written evidence of experience/knowledge claimed.

Note 2:

Candidates will be required to sit for a written competitive examination conducted by the Early Childhood Care and Education Authority designed to assess –

- (i) their knowledge of General Financial Procedures including basis principles in Finance, Procurement and Supply, Internal Control and Internal Audit Principles, and any other relevant financial laws/regulations and their ability to apply them; and
- (ii) their potential and aptitude for financial work.

Note 3:

Assistant Financial Operations Officers may be required to follow appropriate courses to make them conversant with the latest development in the financial, IT and accounting fields relevant to their duties, payroll packages or any other software in use at the Early Childhood Care and Education Authority.

Duties:

1. To ensure that all the financial transactions of ECCEA are properly accounted for in accordance with basic principles of financial management.
2. To ensure the correct financing of departmental policy with all safeguards against waste and loss.
3. To ensure that the principles, procedures and practices in the Financial Management Manual.
4. To maintain a proper system of accounts and to guard against irregularity and fraud.
5. To assist in the preparation and monitoring of Estimates.

6. To keep proper, complete and up-to-date records of all financial transactions.
7. To be responsible to collect, verify, analyse and record of all financial costing and budget data relating to preparation of financial statements.
8. To ensure prompt collection of revenue, its control and safekeeping.
9. To prepare pay sheets, vouchers and writing up of cheque for signature.
10. To carry out stock verification as instructed, keep proper, complete and up to date records of all financial transactions.
11. To provide assistance in the processing of audit queries related to financial issues.
12. To effect payments on time.
13. To use ICT in the performance of his duties.
14. To perform duties relates to the Pay As You Earn System of Taxation and Tax Deduction Scheme and contribution to the National Solidarity Fund.
15. To perform duties of cashier and to ensure timely collection and remittance of revenue.
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 Assistant Financial Operations Officer in the roles ascribed to him.

Note 4:

“In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system”.

(I) Mode of applications

Applications should be made on the prescribed form that can be obtained at the reception desk of the Early Childhood Care and Education Authority or can be downloaded from the website of the Authority on the following address: www.eccea.mu.

The Application Form should be submitted along with copies of the Birth/Marriage, Academic and Professional Certificates.

6. Important

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant. Only the prescribed Application Form should be used.

Candidates will be contacted, as far as possible, by email and phone. Candidates are therefore advised to submit a valid email address as well as a phone number on which they can be easily contacted.

7. Closing date of application

Qualified candidates are requested to submit their applications so as to reach the Ag Director, Early Childhood Care and Education Authority, **2nd Floor, The Pentagon Tower 1, Ebene Technopole.** **not later than Wednesday 7th October 2026.** Applications received after the specified closing date **will not be considered.**

The onus for the prompt submission of applications so that they reach the Ag Director, Early Childhood Care and Education Authority in time lies solely on applicants.

The post of '**Assistant Financial Operations Officer (AFOO)**' should be clearly marked on the top-left hand corner of the envelope.

Note:

The Early Childhood Care and Education Authority reserves the right:

- to call only the best qualified candidates for interview;
- not to make any appointment as a result of this advertisement.

Date: 22 September 2026

**2nd Floor, The Pentagon Tower 1,
Ebene Technopole.**