



Early Childhood Care and Education Authority

VACANCY FOR THE POST OF CLERK/WORD PROCESSING OPERATOR

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 **Clerk/Word Processing Operator**.

2. AGE LIMIT

Candidates, unless already in the **Public Sector** (including parastatal bodies and Local Authorities), should not have reached their **45th** birthday by the closing date for the submission of applications.

Salary Scale: 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 – 34825

Qualifications:

A.

- (i) A Cambridge School certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained in not more than two sittings or
- (ii) Passes not below grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at no more than two sittings at 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 two any 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 Cambridge Higher School Certificate Examinations.

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

OR

Equivalent qualifications to A and B above acceptable to the Early Childhood Care & Education Authority.

C. A Certificate in Typewriting with a speed of at least 25 words a minute from a recognized institution.

D. A Certificate in Word Processing from a recognized institution.

E. Good communication and interpersonal skills.

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

Duties:

1. To perform clerical and word processing duties including, inter alia:
 - The preparation, scrutiny and processing of straightforward documents, records, etc.
 - Typing and collating a variety of general office correspondence and documents;
 - Maintaining files of correspondence, forms, reports and other materials;
 - Receiving, sorting and processing mail and preparing material for mailing;
 - Photocopying reports and other documents and operating standard office machines such as telefax machines/scanner;
 - Carrying out word processing and data entry and updating information in a computer system;
 - Carrying out registry, simple finance, human resource and procurement and supply work, under supervision;
 - Assisting in administrative duties and providing general support to operational services;
 - Drafting replies to simple correspondence;
 - Operating email services and carrying out secretarial duties, as and when required;
 - Filing of documents;
2. 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 Clerks/Word Processing Operators in the roles ascribed to them.

Note: Clerk/Word Processor Operators are required to work at the ECCEA Head Office or at any Office or at any its Regional Office

MODE OF APPLICATION

Qualified candidates should submit their applications 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 on www.eccea.mu together with photocopies of their academic qualifications.

CLOSING DATE

Application Forms should reach the Officer-in-Charge, Early Childhood Care and Education Authority, 2nd Floor Le Windsor, Royal Road, Beau-Bassin, **not later than 3.30 p.m. on 30th October 2025.**

The post applied for should be clearly marked on the top-left hand corner of the envelope.

Note:

1. Late application and application not made in the prescribed form will not be considered.
2. Only the best qualified candidates will be convened for an interview.
3. The ECCEA reserves the right not to fill the vacancy as a result of this advertisement.

**Early Childhood Care and Education Authority
2nd Floor, Le Windsor Building,
Beau-Bassin**

Date: 16 October 2025