



Early Childhood Care and Education Authority

VACANCY FOR THE POST OF HUMAN RESOURCE MANAGEMENT OFFICER (HRMO)

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 **Human Resource Management Officer (HRMO)**.

2. AGE LIMIT

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

3. QUALIFICATIONS

A.

i. A degree in Human Resource Management from a recognized institution or an equivalent qualification acceptable to the Board.

B. Candidates should:

i. reckon at least two years' post qualification experience in the field of Human Resource Management;

ii. possess good analytical and problem-solving skills;

iii. have good interpersonal and communication skills and the ability to promote team work;

iv. be proactive and resourceful and are able to work under pressure; and

v. be computer literate.

Candidates should produce written evidence of experience/ knowledge claimed.

Role and Responsibilities

To be responsible for planning, coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Early Childhood Care and Education Authority.

4. DUTIES

1. To assist in the implementation of human resource strategies, policies and practices in line with applicable laws, regulations and best practices.

2. To deal with matters relating to recruitment and selection of employees, including appointment, promotion, retirement, training, discipline, review of schemes of service, etc.

3. To be responsible for the implementation of policies pertaining to Industrial Relations and to deal with Trade Unions.

4. To ensure that human resource policies, rules, regulations and procedures are properly and consistently applied so that employees are treated fairly and equitably.
5. To represent the Early Childhood Care and Education Authority in industrial tribunals and courts.
6. To be responsible for the promotion of staff welfare and a healthy and safe working environment.
7. To process and keep annual Performance Appraisal Reports.
8. To perform the duties of Secretary in meetings held by Management with staff association and in other departmental meetings relating to human resource matters, whenever required, and to ensure proper follow-up action.
9. To ensure that up-to-date records of all employees including records on absenteeism, sickness and punctuality, are kept.
10. To plan human resource requirements of the Early Childhood Care and Education Authority in conjunction with Heads of Divisions/Sections and to assist in the preparation of the annual budget proposals for the Human Resource Division.
11. To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.
12. To supervise and provide proper guidance and coaching to subordinate staff.
13. To assist in the establishment, implementation, monitoring and maintenance of the Quality Management System.
14. To use ICT in the performance of his duties.
15. 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 Human Resource Management Officer in the roles ascribed to him.

5. SALARY

The permanent and pensionable post carries salary in the scale of Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

6. MODE OF APPLICATION

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.

7. 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.
- ii. 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.

8. CLOSING DATE OF APPLICATION

Qualified candidates are requested to submit their applications so as to reach the Director, Early Childhood Care and Education Authority, 2nd Floor Le Windsor, Royal Road, Beau Bassin, **not later than...19th June 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 Director, Early Childhood Care and Education Authority in time lies solely on applicants.

The post of '**Human Resource Management Officer (HRMO)**' should be clearly marked on the top-left hand corner of the envelope.

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.

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

Date:29/05/2026.....