



Early Childhood Care and Education Authority

VACANCY FOR THE POST OF DRIVER/ OFFICE AUXILIARY (ON CONTRACT)

The Early Childhood Care and Education Authority (ECCEA) a parastatal body operating under the aegis of the Ministry of Education and Human Resource is inviting applications from suitably qualified candidates from among members of the public who wish to be considered for the appointment as **Driver/ Office Auxiliary (On Contract)**.

(1) Qualifications

By selection from candidates who possess:

- A. The Certificate of Primary Education
- B. A valid driving license to drive cars and vans or lorries or buses.
- C. A basic knowledge of mechanics and simple vehicle maintenance.
- D. A good eyesight.

2. DUTIES

1. To drive the ECCEA's vehicles for the conveyance of staff, materials and equipment in connection with the activities of the authority.
2. To carry out simple maintenance tasks including –
 - (a) checking of radiator and filling up with water, if necessary;
 - (b) checking of engine oil pump and topping up, if necessary;
 - (c) testing and cleaning fuel pump and carburetor;
 - (d) checking brake and clutch, master cylinders and topping up, if necessary;
 - (e) checking up wheel nuts for wheel tightness, if necessary; including spare wheel;
 - (f) reporting any defect to the responsible officer;
 - (g) cleaning and preventive servicing of the vehicle under his responsibility;
 - (h) lubricating of vehicles;
 - (i) topping up of back;
 - (j) keeping fuel lines free of dirt and water;
 - (k) cleaning fuel parks plugs and fuel injectors;
 - (l) keeping tyres pumped to specifications;
 - (m) ensuring regular servicing of vehicles
3. To effect minor repairs to vehicle on the road, including changing of tyres, and making arrangement for mending of punctures and using a tyre gauge, cleaning distributors points and remedying simple faults in ignition and lighting system.
4. To keep a log book.
5. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.

3. **SALARY**

Salary: RS 30,000 plus travelling

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

4. **MODE OF APPLICATION:**

Candidates should submit their applications on prescribed forms that can be obtained at the reception desk of the Early Childhood Care and Education Authority, 2nd Floor, Le Windsor Complex, Royal Road, Beau Bassin or which can be downloaded from www.eccea.mu.

5. **CLOSING DATE:**

Qualified candidates are requested to submit their applications so as to reach the Director, Early Childhood Care and Education Authority, 2nd Floor Le Windsor Complex, Royal Road, Beau Bassin, **not later than 22 June 2026**. 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.

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

Date: 01st June 2026.