

## **10. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY**

- 10.1 The Early Childhood Care and Education Authority (ECCEA) was established as a body corporate in 2007 and it envisions to provide quality pre-school education to all children within a safe, inclusive and child friendly environment.
- 10.2 Its functions are two-fold. It is responsible to run some 189 Pre-Primary schools and also to oversee and regulate the activities of the 800 private Pre-Primary schools and 61 pre-schools managed by the Local Authorities. In delivering on its mandate, the Director of the ECCEA, who is at the helm of the organisation, is assisted by an array of technical and supporting staff.
- 10.3 For this review, the representations of the different unions were mainly the alignment of the Teacher's salary with that of Primary School Educator *formerly* Educator (Primary), creation of additional levels, review of the mode of appointment of certain grades and refund of casual leave as well as payment of allowances. The ECCEA's main proposals, on the other hand, pertained to restructuring the organisation with the creation of units and grades, reinforcing the Finance and Procurement and Supply sections and reviewing the entry level of the Teacher cadre with the creation of a grade of Trainee Teacher.
- 10.4 Where, for technical reasons it has not been possible to accede to the requests made, the parties have been so apprised during the consultative meetings and they have also been provided with the reasons thereof. We consider that Management's proposal relating to the creation of new levels to head and operate the new units to be top heavy and it may impinge on the career path and development of existing employees. We have, therefore, discarded this proposal too.
- 10.5 The present organisation structure is adequate to enable the ECCEA meet its main objectives. Nevertheless, we are in this Report, reinforcing the Finance and Procurement and Supply sections with appropriate levels as well as making other recommendations to facilitate the task of the ECCEA in an attempt at enhancing service delivery to meet the needs of its stakeholders.

### **Procurement and Supply Officer (New Grade)**

- 10.6 It has been submitted that over the last few years the purchase of stationery, pedagogical materials and other equipments for the 189 public pre-primary schools has increased considerably. Given the volume of procurement activities involved, there is need for a level of Procurement and Supply Officer to be responsible for all procurement and supply transactions so as to ensure the efficient management of the Unit. We have, therefore, recommended accordingly.

## **Recommendation 1**

- 10.7 We recommend the creation of a grade of Procurement and Supply Officer on the establishment of the ECCEA. Appointment thereto, should be made by selection from Purchasing and Supply Officer (Personal) and Assistant Procurement and Supply Officer reckoning at least three years' service in a substantive capacity in their respective grade and possessing a Certificate in Purchasing and Supply Management or an equivalent qualification.**
- 10.8 The Procurement and Supply Officer would be required, amongst others, to organise and manage the procurement and supply activities of the ECCEA; perform procurement and supply, storekeeping and stock control duties in accordance with the provisions laid down in approved rules and procedures; assist in the appraisal and review exercise related to procurement and supply and warehouse operations and prepare reports on procurement activities, as and when required.

### **Assistant Financial Operations Officer (New Grade)**

- 10.9 The Finance Section of the ECCEA is presently manned by an Accountant and Clerk/Word Processing Operators. In view of the increase in volume and complexity of the financial transactions, the need is felt for a dedicated grade at operational level to assist the Accountant in the discharge of his duties. We are, therefore, providing for a grade of Assistant Financial Operations Officer (AFOO). Consequently, the grade of Accounts Clerk which is vacant would be abolished.

## **Recommendation 2**

### **10.10 We recommend:**

- (i) the creation of a grade of Assistant Financial Operations Officer. Appointment thereto, should be made by selection from Clerk/Word Processing Operators reckoning at least four years' service in a substantive capacity in the grade and who possess working knowledge in Accounting, Finance and Auditing; and**
  - (ii) that the grade of Accounts Clerk be abolished.**
- 10.11 Incumbent in the grade of AFOO would, *inter alia*, be responsible to collect, verify, analyse and record of all financial costing and budget data relating to preparation of financial statements, ensure prompt collection of revenue, its control and safekeeping; prepare pay sheets, vouchers and writing up of cheque for signature, carry out stock verification as instructed, keep proper, complete and up to date records of all financial transactions and assist in the preparation and monitoring of Estimates.

### **Office Care Attendant (New Grade)**

- 10.12 On the basis of the scheme of service in force, incumbents in the grade of Attendant can be posted either in Pre-Primary schools or offices of the ECCEA. It has been represented that there is a marked difference between the workload and working hours of the Attendants working in schools and those working in offices. This element has been the cause of dissatisfaction as expressed by the parties concerned. Given that various factors have to be taken into consideration while deciding on posting, it may not be practical to implement a rotation system. We are, therefore, addressing the issue by creating a grade of Office Care Attendant. With the filling of this post, Attendants presently posted in ECCEA offices would be posted in schools.

### **Recommendation 3**

- 10.13 We recommend the creation of a grade of Office Care Attendant on the establishment of the ECCEA. Appointment thereto, should be made by selection from among candidates possessing the Cambridge School Certificate or an equivalent qualification acceptable to the Board of ECCEA.**
- 10.14 Incumbent would be required, *inter alia*, to: collect keys and deposit same from/to police station/police post; open and close offices; run official errands, including the despatch of correspondence, forms and materials, usher in/guide visitors to schedule officers; clean premises and maintain the physical environment at a good standard; operate a telephone switchboard/PABX console; operate office equipment such as duplicating, photocopying and fax machines; and respond to calls.

### **Allowance for working with children in ZEP Schools**

- 10.15 A case has been made for payment of an allowance to Teachers working in Zones d'Education Prioritaire (ZEP) based schools. According to them, they have to deal with many children whose home situations are not conducive for their pedagogical development and who experience adaptation problems. In such instances, the Teachers claim that they are often called upon to be more children centred; understand their needs and make use of different strategies to ensure their overall development.
- 10.16 The philosophy behind the grant of allowance payable to staff posted in ZEP schools is not applicable to ECCEA staff based in those schools. However, certain facts like the difficult home situations or split families or other social problems which are the root cause of the children's adaption at school are not disputed.
- 10.17 We, therefore, consider that the ECCEA should, in consultation with the Ministry of Education and Human Resources, investigate into requests and ascertain the

extent of difficulties found and then make a case for an allowance to the Ministry of Civil Service and Administrative Reforms.

#### **Recommendation 4**

**10.18 We recommend that the ECCEA, in consultation with the Ministry of Education and Human Resources, determines the level of difficulties encountered in the Pre-Primary branch of the ZEP schools and thereafter makes a case to the Ministry of Civil Service and Administrative Reforms for the payment of an appropriate allowance to the Teachers.**

#### **Allowance to Teachers working in Specialised Schools**

10.19 At present Teachers who are seconded for duty at the Lois Lagesse Trust Fund are granted a monthly allowance of Rs 850 for working with visually impaired children. In the context of this review, both Management and the Staff Side have made representations for this allowance to be extended to those working in other Specialised Schools as well given that they also provide specialised care and attention while teaching children with special needs. We are agreeable to the proposal and are recommending accordingly.

#### **Recommendation 5**

**10.20 We recommend that Teachers seconded to the Lois Lagesse Trust Fund and those posted to other specialised schools who are called upon to give specialised care and attention to children with special needs should be granted a monthly allowance of Rs 900.**

#### **Abolition of Grades**

10.21 The grades of Caretaker, Resource Centre/Documentation Attendant and Technical Officer are currently vacant. Management has submitted that there is excessive overlapping of duties between the grade of Caretaker and that of Attendant. It has also averred that the grade of Resource Centre/Documentation Attendant is no longer warranted as the duties of this level can be easily entrusted to incumbents in other grades. Furthermore, all maintenance work at the ECCEA pre-primary schools are now being undertaken by the parent Ministry which makes the grade of Technical Officer redundant. Upon request from Management, we are, therefore, abolishing these grades.

#### **Recommendation 6**

**10.22 We recommend that the grades of Caretaker, Resource Centre/ Documentation Attendant and Technical Officer be abolished.**

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SALARY SCHEDULE

- ECCEA 1 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700  
Attendant
- ECCEA 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450  
Handy Worker
- ECCEA 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200  
Stores Attendant
- ECCEA 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050  
Office Care Attendant (New Grade)
- ECCEA 5 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525  
Caretaker (Personal to employees in post as at 30.06.93)
- ECCEA 6 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200  
Driver/Office Attendant
- ECCEA 7 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525  
Receptionist/Telephone Operator
- ECCEA 8 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075 QB 27850 x 775 – 30175  
Teacher
- ECCEA 9 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175  
Clerk/Word Processing Operator
- ECCEA 10 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500  
Management Support Officer (New Grade)

**10. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (Contd)**

- ECCEA 11 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**  
Senior Teacher  
*formerly Teacher-in-Charge*
- ECCEA 12 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**  
Assistant Financial Operations Officer (New Grade)  
Assistant Procurement and Supply Officer  
Executive Officer (Personal)  
Purchasing and Supply Officer (Personal)
- ECCEA 13 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**  
Assistant Coordinator (ECCEA)
- ECCEA 14 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**  
Confidential Secretary
- ECCEA 15 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**  
Procurement and Supply Officer (New Grade)
- ECCEA 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**  
IT Support Officer  
Resource Centre/Documentation Officer  
Safety and Health Officer/Senior Safety and Health Officer
- ECCEA 17 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**  
Human Resource Officer (Ex MSIRI) (Personal)
- ECCEA 18 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 39575 QB 40800 x 1525 – 49950**  
Coordinator (ECCEA)
- ECCEA 19 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**  
Human Resource Management Officer  
IT Officer

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**ECCEA 20 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 –  
49950 x 1625 – 62950**

Accountant/Senior Accountant  
*formerly Accountant*  
Internal Auditor/Senior Internal Auditor  
*formerly Internal Auditor*

**ECCEA 21 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 –  
49950 x 1625 – 62950**

Administrative Secretary

**ECCEA 22 : Rs 95000**

Director

