

NEW JOB OPPORTUNITY

POSITION: MONITORING & EVALUATION OFFICER – CENTRE-BASED CHILDCARE

(REGULATORY AFFAIRS, QUALITY ASSURANCE AND STANDARDS SETTING DIVISION)

The **Institute of Early Childhood Development** is currently seeking a qualified, experienced and highly committed professional for this position.

The post holder will be under the direct supervision of the **Principal Officer for the Centre-Based Child Care Section** and will be responsible to:

Main Duties

- *Conduct regular inspection visits to registered Centre-Based Child Care establishments providing early childhood service;*
- *Provide advice and support the personnel in the registered Centre-Based Child Care services;*
- *Provide timely and updated information on inspection visits and activities through comprehensive reports;*
- *Collaborate with Early Childhood Care & Education (ECCE) Sectors and relevant partners to ensure that registered Centre-Based Child Care service providers adhere to national standards and guidelines;*
- *Assist with the planning and delivery of Continuous Professional Development programs and related initiatives for Child Care service providers in ECCE;*
- *Undertake and partake in small projects relating to the functions of the Section and ECCE in general;*
- *Discharge other relevant duties as may be assigned by your immediate Supervisor.*

Minimum Entry Requirements

- *Diploma or equivalent with knowledge and skills in early childhood development, education among other social-related fields. A higher qualification is an advantage.*
- *A minimum of three years working experience in any of the social field (e.g. education, health, social etc.), but more experience in the field is a plus.*
- *Knowledge of inspection and regulation works; and in ECCE in general*

Additional Attributes

As part of the new recruitment strategy, the Institute is placing strong emphasis on this extremely important aspect. This will be addressed and discussed during interview sessions with shortlisted applicants.

Interested **candidates who have the above credentials and experience** should forward the following documents to the address and contacts below:

- *Duly filled Employment Application Form*
- *A recent passport-size photo*

- *Copy of ID card*
- *Curriculum Vitae*
- *References*
- *Copies of certificates/transcripts*

Ms. Jacqueline Hoareau
Human Resource & Budget Management Officer
Institute of Early Childhood Development
1st Floor, Fairview House, Ile Perseverance, Tel: 4286565 or 2719906, Email:
jacqueline.hoareau@iecd.gov.sc

Closing Date: 4th October 2024 at 4.00pm