



NEW JOB OPPORTUNITY

POSITION: MONITORING & EVALUATION OFFICER - HOME-BASED CHILDCARE

(QUALITY ASSURANCE, REGULATORY AFFAIRS AND STANDARD 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 **Head for the Home-Based Childcare Section** and will be responsible to:

Main Duties

- *Conduct regular inspection visits to registered Home-Based Childcare establishments providing early childhood service;*
- *Provide advice and support the personnel in the registered Home-Based Childcare services;*
- *Provide timely and updated information on inspection visits and activities through comprehensive reports;*
- *Collaborate with Early Childhood Care & Education (EGGE) Sectors and relevant partners to ensure that registered Home-Based Childcare service providers adhere to national standards and guidelines;*
- *Assist with the planning and delivery of Continuous Professional Development programmes and related initiatives for Childcare service providers in EGGE;*
- *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.

Relevant Documents

Interested and qualified candidates, who possess the above credentials and experience, should send a (1) **detailed and up-to-date CV/resume with at least two referees**, as well as the following **essential documents** to the contact and address below:

- ***Duly filled Employment Application Form***
- ***Copies of Certificates/Transcripts***
- ***A recent passport-size photo***
- ***A copy of National Identity Card***

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- **Copies of any other Documents of Relevance**

Working conditions: Hours of work will be from 8.00 am to 4.00 pm. however. depending on work necessity it may be required to work after normal working hours and on Saturdays.

Note: Incomplete application form and non-submission of the requested documents shall NOT be considered for the next steps, as per the Institute requirements and internal procedures for recruitment.

Ms. Jacqueline Hoareau
Human Resource & Budget Management Officer
Institute of Early Childhood Development
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Closing Date: 21st January 2025 at 4.00pm