



VACANCIES

MINISTRY OF EDUCATION, HERITAGE AND ARTS

FIJI MUSEUM

FIJI TEACHERS REGISTRATION AUTHORITY



EXECUTIVE AND SENIOR LEVEL - MEHA POSITIONS

MEHA is pleased to announce recruitment for a number of executive and senior positions which will lead the ongoing transformation of the Ministry. These roles will lead the Ministry in implementing organisational reforms, cultural change, and improved service delivery to schools. The Ministry is implementing a significant reform focusing on achieving effective and responsive service delivery to schools to support achieving greater focus on the delivery of quality teaching and learning services for students while also supporting the functions of heritage, arts, archives and the Ministry's statutory authorities.

The ideal candidates will have skills in transformational change and be dedicated to service delivery, with the drive and motivation to sustain developments that improve accountability, transparency and use of technology in education.

We are excited by these changes and the opportunities opening up, and if you believe that you could make a positive difference to the education of students in Fiji, we would welcome your application to be part of this exciting journey to transform the Ministry and the sector as a whole. Whilst experience in the education sector would be of benefit it is not essential for all roles. Individuals with strong strategic management and leadership skills and the ability to lead transformational change within a context of strong stakeholder engagement and consultation are strongly encouraged to apply.

The vacancies currently being recruited are detailed briefly below. An Information for Applicants Guide has been prepared for applicants which provides further information about the Ministry's planned changes and the future vision for the Ministry. Applicants are encouraged to obtain the guide and the role description for roles for which they are interested in applying prior to submitting an application.

VACANCY 84/2018 – HEAD, LEARNING AND TEACHING (BAND N)

The successful candidate will be the most senior education specialist in the Ministry and will provide high level expertise in respect to learning and teaching methodology and innovation and will demonstrate the ability to lead the establishment of high quality learning and teaching across all school sectors, with the ability to lead significant, foundational change and to establish a culture of partnership in which Learning and Teaching in Head Office supports delivery of high quality learning and teaching at the school.

VACANCY 85/2018 – HEAD, QUALITY ASSURANCE AND QUALITY IMPROVEMENT (BAND M)

The successful candidate will create a culture of continuous, evidence-based quality improvement in the delivery of education and will demonstrate the ability to lead the establishment of effective quality assurance strategies including large scale data management, analysis and reporting, the development of a strategic approach to student assessment, and planning for quality improvement.

VACANCY 86/2018– HEAD, CORPORATE SERVICES (BAND L)

The successful candidate will create an efficient and cost-effective approach to corporate services and will demonstrate the ability to provide leadership and to establish effective corporate services in a large, complex organisation and the ability to implement effective change in practice and culture to achieve a client-oriented service culture.

VACANCY 87/2018 – HEAD, SCHOOL SUPPORT HUB - 4 POSITIONS (BAND M)

The successful candidates will establish a school support function which focuses on a partnership and providing guidance to Heads of Schools to deliver high quality learning and teaching and mentoring in addressing challenges faced by schools.

Candidates will need to demonstrate their ability to lead a professional team of staff and to establish a work unit and culture which focuses on partnership, improving strategies and quality of learning and teaching and providing support rather than direction and supervision.

VACANCY 88/2018 – MANAGER, EXECUTIVE SUPPORT UNIT (BAND L)

The successful candidate will lead an Executive Support Team which will provide an exceptional level of professional support to the Permanent Secretary and promote professionalism and client-service throughout the Ministry.

Candidates must demonstrate exceptional communication and coordination skills and the ability to provide appropriate professional advice regarding legal, operational, media and stakeholder issues and to establish a professional support team delivering high quality executive support.

VACANCY 89/2018– MANAGER, INTERNAL AUDIT (BAND L)

The successful candidate will establish an internal audit team which implements a risk-based approach to auditing of Ministry financial and corporate management and will need to demonstrate the ability to lead the development, implementation and monitoring of a risk-based internal audit function, focusing on management and compliance audit.

VACANCY 94/2018– DIRECTOR FINANCE (BAND J)

The successful candidate will be responsible for establishing transparent, accountable financial management for the largest Ministry with a budget of almost \$1 billion in 2018.

Candidates must demonstrate a comprehensive understanding of contemporary financial management at both strategic and operational levels (including accrual accounting) and the ability to lead a team in ensuring transparent and accountable expenditure of a large budget.

VACANCY 95/2018– MANAGER FACILITIES SUPPORT (BAND I)

The successful candidate will be responsible for establishing a planned, efficient and cost-effective approach to facilities and asset management and demonstrate a comprehensive understanding of asset, building and contract management, occupational health and safety and disaster and risk management along with demonstrated ability to plan and implement improvement strategies for asset management within a constrained budget.

VACANCY 96/2018– COORDINATOR POLICY AND PLANNING (BAND I)

The successful candidate for this role will be responsible for the coordination of policy and organisational planning and will need to demonstrate the ability to engage with a range of stakeholders in the development of strategic and operational planning and strategic and operational policy which successfully supports delivery of organisational outcomes and effective change.

VACANCY 97/2018– MANAGER FINANCE (BAND I)

The successful candidate will be responsible for managing the Ministry's financial operations and will need to demonstrate the ability to develop, implement and monitor compliant accounts and financial management processes, to create a culture of transparency and accountability in financial management and the ability to lead a team to deliver successful outcomes.

VACANCY 98 /2018– MANAGER GRANTS (BAND I)

The successful candidate will be responsible for managing the Ministry's grant funding and will need to demonstrate the ability to develop, implement and monitor systems for managing large scale funding within defined requirements and creating a culture of transparency and accountability in financial management and the ability to lead a team to deliver successful outcomes.

VACANCY 99/2018– MANAGER PROCUREMENT (BAND I)

The successful candidate will be responsible for managing all procurement for MEHA and must demonstrate understanding of contemporary procurement practice and the ability to establish transparent, accountable procurement policies, procedures and practices which deliver value for money for the Ministry.

EXECUTIVE LEVEL - STATUTORY BODY POSITIONS

In addition to recruitment for roles engaged by MEHA, the Ministry is also providing support in the recruitment for the following key executive roles.



VACANCY FTRA01/2018 – CHIEF EXECUTIVE OFFICER, FIJI TEACHERS REGISTRATION AUTHORITY (BAND O)

The successful candidate will be a strong leader and manager to develop a process of stakeholder consultation to deliver a contemporary approach to teacher registration which increases professionalism in teaching. Candidates will need to demonstrate significant experience in a senior leadership role with responsibility for delivery of substantial change which achieves a measurable improvement in organisational outcomes and in engaging with a broad range of stakeholders to achieve change.



VACANCY FM01/2018 – DIRECTOR, FIJI MUSEUM (BAND L)

The Director, Fiji Museum will be a strong leader and manager with responsibility for ensuring the delivery of an effective, integrated and community-focused Museum service for Fiji which is consistent with international best practice and will use quality leadership and the establishment and maintenance of strong stakeholder relationships to achieve successful change in the Museum service. The successful candidate will demonstrate the ability to lead a team of people to deliver a high quality museum service which meets community expectations and supports maintaining the culture of Fiji.

FURTHER INFORMATION

Role descriptions and the application form are available from the Ministry's website: www.education.gov.fj.

The current salary bands for the Civil Service are also available from the website.

Appointment to these positions will be on Step 1, 2 or 3 of the relevant salary band. Appointees will have a performance assessment on completion of the probation period and may move to Step 4 if assessed as fully competent. Higher levels of performance may also attract a performance payment as part of the annual performance assessment process.

ELIGIBILITY

Applicants must be Fijian Citizens, under age 55, in sound health with personal character and background that demonstrate a commitment to the Public Service Values and Code of Conduct.

Appointment offers will be subject to confirmation of a clear police record.

Appointments will be made on a contract basis for a period of three years.

APPLICATION PROCESS

To apply for this position, applicants are required to submit the following documents:

1. A completed application form;
2. A statement addressing the knowledge, experience, skills and abilities of the role as specified in the role description;
3. A current CV; and
4. Names and contact details of at least 2 professional referees who can confirm your suitability for the role you have applied for.

Applicants are requested to submit their application by email to MEHAjobapplications@gmail.com.

- In the subject line of your email, please list the vacancy reference number and title of the position you are applying for.
- If you are applying for more than one vacancy, please submit a separate and complete application for each vacancy.
- Please save all attachments with your surname and first name at the start of the attachment file name.
- Please submit only the requested documents and do not send copies of academic qualifications, written references or publications/articles you may have written. These will be requested only from successful appointees.

CLOSING DATE: MIDNIGHT ON MONDAY 29 OCTOBER 2018. LATE APPLICATIONS WILL NOT BE CONSIDERED.