MINISTRY OF EDUCATION, HERITAGE AND THE ARTS

ONLINE APPLICATION GUIDELINE

Thank you for your interest in applying for a Role with the Ministry of Education, Heritage and the Arts (MEHA). Prior to preparing and submitting your application, you should carefully read the instruction below to ensure you have successfully submitted your application.

Applying Online

1. Applicants will go to the MEHA website- "Join our Team Section" or click on: http://www.education.gov.fj/current-opportunities/ to download the role description, and application guidelines.
2. To complete online application, applicants must go to FEMIS to apply online via link - http://www.femis.gov.fj/ . They will need to scroll down on the FEMIS page to see the Online Job Application Portal as illustrated below.

> **Access the Online Job Application portal:**
> **Online Job Applications**

3. Applicants need to click on the "Online Job Applications" link and then need to click "register" to come to the registration page as shown below.
4. If applicant is still unable to find the registration page, click on this link http://www.femis.gov.fj/JobApp/OnlineJobApp_Default.aspx

Online Job Applications - New Account Registration

If you are a current serving Officer or Teacher, please use your **existing EDP/TPF Number** to log in. account.

First Name: *	
Last Name: *	
Gender:	Prefer not to disclose ▼
Date Of Birth (dd/mm/yyyy): *	
Email: *	
Confirm Email: *	
Enter today's date (dd/mm/yyyy): *	

Register Now

Once registration is completed you will receive an email confirmation. You can now log-in on FEMIS as shown below:

Login

1. Enter your TPF or Applicant ID: [   ]
2. Enter your password: [   ]
3. Click this button to login: [Login]

5. After you have logged-in, you may apply for the positions available by filling in the application form and addressing the Knowledge Experience Skills and Abilities (KESAs).
6. As part of your application, please submit:
    I. A completed online application form;
    II. Upload the following documents in word/pdf:
        i. Current Curriculum Vitae outlining your and experience;
        ii. Certificates;
        iii. Transcript.
7. Once you have completed the form and attached the documents click on "**Submit Applications",** then click **"Confirm Submit"** to complete your online application.
8. **Acknowledgement letters** – after submitting application you can generate acknowledgement letters to receive confirmation on the submitted application.

Please generate a copy of the acknowledgement letter and save the file for future reference.

[Generate Acknowledgement Letter]

The acknowledgement letter has a Reference Number for your application. This will be required by the Ministry officials when you enquire about your application.