














## HUMAN RESOURCE – ENQUIRY CONTACTS MINISTRY OF EDUCATION, HERITAGE & ARTS

Email Address	Purpose of Enquiry/Request	Department
 <a href="mailto:establishment.meha@govnet.gov.fj">establishment.meha@govnet.gov.fj</a>	<ul style="list-style-type: none"><li>• All other vacant roles to be filled on substantive/temporary basis.</li><li>• Acting roles and related queries</li><li>• Contract renewals</li></ul>	Establishment
 <a href="mailto:transfers.meha@govnet.gov.fj">transfers.meha@govnet.gov.fj</a>	<ul style="list-style-type: none"><li>• All transfer requests including temporary transfer for maternity reasons for teachers in maritime schools</li></ul>	Establishment
 <a href="mailto:contracts.meha@gmail.com">contracts.meha@gmail.com</a>	<ul style="list-style-type: none"><li>• For queries in relation to employment contracts</li></ul>	Contracting
 <a href="mailto:employeeadmin.meha@govnet.gov.fj">employeeadmin.meha@govnet.gov.fj</a>	<ul style="list-style-type: none"><li>• Leave requests and notifications</li><li>• Resignation notifications</li><li>• Retirement queries and notifications</li><li>• Transfer Allowances / Expenses</li><li>• Request for Reference letters</li><li>• Resumption of Duty notices</li><li>• All other employee admin related requests</li></ul>	Employee Administration
 <a href="mailto:marmeha020@gmail.com">marmeha020@gmail.com</a>	<ul style="list-style-type: none"><li>• For monthly MAR submission</li></ul>	Employee Administration
 <a href="mailto:meha.hrenquiries@gmail.com">meha.hrenquiries@gmail.com</a>	<ul style="list-style-type: none"><li>• For all other enquiries</li></ul>	Employee Administration
 <a href="mailto:mehaqualifications@gmail.com">mehaqualifications@gmail.com</a>	<ul style="list-style-type: none"><li>• To send qualification documents to update FESA/HR records</li><li>• To send documents on qualification upgrade for salary band movement</li></ul>	Learning & Development

	<b>L&amp;D.meha@govnet.gov.fj</b>	<ul style="list-style-type: none"> <li>• To send PD forms to update FESA records</li> <li>• Enquire on study leave without pay or study leave assistance</li> <li>• To send &amp; enquire on the strategic plan and cost operational plan</li> <li>• Enquire on any trainings/courses either local or overseas</li> </ul>	Learning & Development
	<b>recruitment.meha@govnet.gov.fj</b>	<ul style="list-style-type: none"> <li>• Enquire on the status of job advertisements, Expression of Interests</li> </ul>	Recruitment
	<b>meha.eoi@govnet.gov.fj</b>	<ul style="list-style-type: none"> <li>• For sending applications for Expressions of Interest</li> </ul>	Recruitment
	<b>vacancy.advise@gmail.com</b>	<ul style="list-style-type: none"> <li>• For all enquiries on current open vacancies</li> </ul>	Recruitment