

MINISTRY OF EDUCATION HERITAGE ARTS

JOB DESCRIPTION: EXAMINATION ASSISTANT SUPERVISOR

CORPORATE INFORMATION

1. Salary Band: C
2. Hourly rate: \$6.28
3. Duty Station: Examination Centres
4. Reporting Responsibilities:
 - a) **Reports To:** Chief Supervisor
 - b) **Liases with:** Students
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position is responsible for assisting with the efficient and effective supervision and administration of examinations at the examination centres.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Liaise closely with the chief supervisor to support the timely administration of the examination process.
2. Support all examination activities and processes to ensure compliance with the standard operating procedures within agreed timeframes.
3. Ensure security, confidentiality and handling of the examination scripts, and supervision of all examination processes.
4. Working with the chief supervisor to ensure the examination centre meets the standard requirements and conducive environment.
5. All processes are followed as per the Examination Policy and seamless progression of assessment.
6. Assist with post examination scripts packing, tallying, and dispatching within the agreed the timeframe.
7. Complete and submit claim forms to the chief supervisor.

PERSON SPECIFICATION

In addition to successful completion of Year 10 (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Some knowledge of school examination processes or experience in a similar environment
2. Ability to quickly learn and or adapt to examination expectations
3. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. Ability to effectively communicate in English and work with a diverse range of people
2. Ability to coordinate and facilitate examination assessment centres
3. Demonstrated ability to follow instructions and organize activities, and work cooperatively within a team environment
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.