

MINISTRY OF EDUCATION HERITAGE ARTS

JOB DESCRIPTION: EXAMINATION CHIEF SUPERVISOR

CORPORATE INFORMATION

1. Salary Band: D
2. Hourly rate: \$7.50
3. Duty Station: Examination Centres
4. Reporting Responsibilities:
 - a) **Reports To:** Chief Supervisor
 - b) **Liases with:** School Heads, Education Officers, Supervisors
 - c) **Subordinates:** Examination Assistant Supervisors

POSITION PURPOSE

This position is responsible for the efficient and effective management 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 school heads to support the timely administration of the examination process.
2. Manage all examination activities and processes to ensure compliance with the standard operating procedures, and all outcomes are delivered within agreed timeframes.
3. Manage the security, confidentiality and handling of the examination scripts, and oversight of all examination processes.
4. Working with the school heads ensure the examination centre meets the standard requirements, and is conducive to supporting an examination environment.
5. All processes are followed as per the Examination Policy and seamless progression of assessment.
6. Post examination scripts are packed, tallied, and dispatched following appropriate procedures and completed within the agreed timeframe.
7. Ensure all assistant supervisors claim forms are completed and submitted within the agreed timeframe.

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 experience working within an administrative or similar environment
2. Ability to quickly learn and adapt to examination processes
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 make sound judgement calls and manage difficult or challenging situations
3. Demonstrated ability to lead, plan 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.