



MINISTRY OF EDUCATION, HERITAGE AND ARTS EXAMINATIONS AND ASSESSMENT UNIT EXPRESSION OF INTEREST SHORT TERM TEMPORARY POSITIONS

The Ministry of Education, Heritage and Arts will be conducting 2022 External Examinations for FY8, FY12 and FY13 and invites eligible, suitably qualified applicants for the following short-term temporary positions:

EOI #	Position Name	Salary Band	District
52/2022	Examination Markers – FY8, FY12, FY13	Band E	Central and Western Division
53/2022	Examination Panel Leader – FY8 English	Band G	Western Division
54/2022	Examination Panel Leader – FY8 Mathematics	Band G	Western Division
55/2022	Examination Panel Leader – FY8 Basic Science	Band G	Western Division
56/2022	Examination Panel Leader – FY8 Healthy Living	Band G	Western Division
57/2022	Examination Panel Leader – FY8 Social Science	Band G	Western Division
58/2022	Examination Panel Leader – FY8 Na Vosa Vaka Viti	Band G	Western Division
59/2022	Examination Panel Leader – FY12 Pure Mathematics	Band G	Western Division
60/2022	Examination Panel Leader – FY12 Pure Mathematics	Band G	Central Division
61/2022	Examination Panel Leader – FY12 Life Mathematics	Band G	Western Division
62/2022	Examination Panel Leader – FY12 English	Band G	Western Division
63/2022	Examination Panel Leader - FY13 Mathematics	Band G	Western Division
64/2022	Examination Panel Leader – FY13 English	Band G	Western Division

Marking of FY8 subjects, FY12 and FY13 English and Mathematics will be shared amongst the Central and Western Division. Marking of all other subjects will be conducted in the Central Division. Markers will need to make themselves available in respective divisions during the full duration of the marking period. There will not be any marking panel in the Northern Division.

Persons engaged for these roles will be employed on a short-term basis for specific working hours and days which will be agreed as part of the marking schedule for external examinations. Marking will be conducted after hours and from the respective appointed markers residence.

Working hours will be agreed and be outside of normal working hours and on weekends. Remuneration will be calculated on a pro-rata basis using the established number of scripts processed per subject and level.

Examination Markers must have good attention to detail and be able to mark exams according to the approved marking guide within the given/ allocated timeframe.

For current teachers, teacher subject load data will need to be updated on FEMIS via HOS.

Payment arrangements will be on the basis specified in the role description for each role.

The role description for these positions can be found on the MEHA website along with the application guide on <http://www.education.gov.fj/current-opportunities/>

Applicants must also be a Fiji Citizen, under the age 55 years, in sound health with a clear police record and a personal character and background that demonstrates their commitment to the civil service values contained in the Fijian Constitution.

All applicants are required to upload copies of their Birth Certificate and CV, along with all qualifications certificates and transcripts.

PLEASE USE THE LINK BELOW TO APPLY ONLINE:

http://www.femis.gov.fj/JobApp/OnlineJobApp_Default.aspx

Please apply online following the instructions in the application guide.

Contact us on exam.meha@gmail.com for any queries.

DATE ADVERTISED: 29th July, 2022.

CLOSING DATE: 4.00PM Friday, 2nd September 2022.

**MANUAL (EMAILED AND/OR HAND DELIVERED) AND LATE APPLICATIONS
WILL NOT BE CONSIDERED.**