



# MINISTRY OF EDUCATION, HERITAGE AND ARTS VACANCIES

## MAKE A DIFFERENCE BE PART OF OUR DYNAMIC TEAM TODAY!

The Ministry of Education, Heritage and Arts is seeking applications from experienced and qualified professionals to join our diverse team for these exciting roles.

NON-TEACHING ROLES				
Vacancy #	Position Title	Salary Band/Range	Contract Term	No. of Posts
71/2022	Director Examination	Band L ((\$67,830.20 - \$86,961.80)	5 years	1
72/2022	Director Finance	Band J (\$51,132.98 - \$65,555.10)	5 years	1
73/2022	Manager Performance & Discipline	Band J (\$51,132.98 - \$65,555.10)	5 years	1
74/2022	Manager Recruitment & Selection	Band J (\$51,132.98 - \$65,555.10)	5 years	1
75/2022	Principal Systems Analyst	Band I (\$43,296.63 - \$55,508.50)	5 years	1
76/2022	Senior Curriculum Specialist-Social Science/Studies (Primary)	Band I (\$43,296.63 - \$55,508.50)	5 years	1
77/2022	Senior Policy Officer	Band I (\$43,296.63 - \$55,508.50)	5 years	1
78/2022	Data Quality Analyst	Band G (\$28,605.45 - \$38,140.60)	5 years	Pool
79/2022	Auditor	Band F (\$22,528.74 - \$28,883.00)	5 years	Pool
80/2022	Finance Clerk	Band D (\$14,428.13 - \$18,497.60)	5 years	Pool

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

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fiji Citizen, under the age 55 years, in sound health with a clear police record. The selected applicants will be required to provide a medical certificate and police clearance prior to taking up duty.

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

### HOW TO APPLY

**PLEASE USE THE LINK BELOW TO APPLY ONLINE:**

[http://www.femis.gov.fj/JobApp/OnlineJobApp\\_Default.aspx](http://www.femis.gov.fj/JobApp/OnlineJobApp_Default.aspx)

**Please apply online following the instructions in the application guide.**

Contact us on [recruitment.meha@gmail.com](mailto:recruitment.meha@gmail.com) for any queries.

**Closing Date: 4.00pm, Friday 19<sup>th</sup> August, 2022**

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