

MINISTRY OF EDUCATION, HERITAGE AND THE ARTS

Application Guideline for Classroom Teacher Positions

Vacancies – 79/2018, 80/2018, 81/2018, 82/2018 and 83/2018

Thank you for your interest in applying for a Classroom Teacher position with the Ministry of Education, Heritage and the Arts (MEHA). Prior to preparing and submitting your application, you should carefully read the information below to ensure you meet all application requirements.

1 Order of Merit

Applications are being sought from qualified applicants interested in working as a classroom teacher in 2019. Applicants who are eligible for appointment will be placed on an Order of Merit. The Order of Merit represents the rankings of applicants who meet the eligibility requirements and based on:

- Qualifications
- Experience – teaching
- English literacy – as assessed through the English literacy tests
- Work knowledge – as assessed through the Job tests

Applicants who have met the eligibility criteria for appointment (see below) and who have completed the English literacy and job tests will be ranked and placed on the Order of Merit.

Once the Order of Merit is established it is used throughout the year as vacancies arise. Applicants will be selected for positions based on their ranking in the order of merit and the location preferences they specified when lodging an application. Additionally, for secondary teachers it is dependent on the Ministry's current need in respect to specific subjects taught.

Completion of the English test and Job test are not the only factors taken into account. The English and job tests are not 'pass/fail' tests. There is no requirement to score a minimum of 50% correct on each test to be appointed. Order of merit is determined based on the combined score from the above.

Applicants are not given individual scores at the end of the process, as these are meaningless. It is the ranking in the order of merit and the location preferences and subjects qualified to teach for secondary which determine allocation of positions.

2 Eligibility Criteria

Applicants must meet **ALL** of the following criteria to be eligible for appointment:

- Be a Fijian Citizen;
- Be less than 55 year of age;
- Have current registration with the Fiji Teachers Registration Board or, at the time of commencing employment ;
- Have a clear police record; and
- Be in good health and able to undertake the requirements of the position (a medical certificate will be required for the selected applicants).

3 Application Requirements

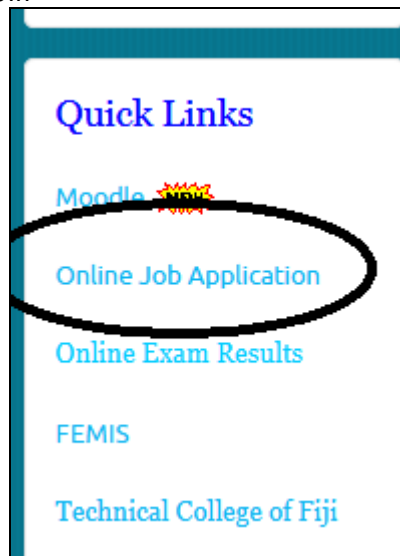
Applications may be submitted: online; or in person at one of the venues listed below from 17 September to 29 September 2018. Applications will not be accepted at any other location nor will testing be offered at any locations other than as detailed in the schedule below (*see note below about applicants in remote and rural locations*).

To apply for these positions, applicants must bring the following documents for registration at one of the Assessment Centres:

- 3.1 A completed application form (please ensure you use the most current version from the website) or acknowledgement letter after successfully completing the form online;
- 3.2 A certified copy of your current Teacher Registration Certificate, if you are still a student this must be provided before you commence employment; and
- 3.3 Certified copies of your tertiary qualifications. For current students, you must provide evidence from your institution that you are eligible to graduate before commencement of employment.
- 3.4 Applicants applying for more than one position will need a separate application for each position.
- 3.5 Please ensure that you provide all of these documents and you have completed the application form. Incomplete applications will not be considered.
- 3.6 The HR Department at Marela House and District Offices **will not** be accepting applications for these vacancies.

4 Applying Online

- 4.1 Applicants will go to the MEHA website: <http://www.education.gov.fj/> to download the role description, application form and application guidelines.
- 4.2 To complete online application, applicants must register via this link http://www.femis.gov.fj/femis/JobApp/OnlineJobApp_Default.aspx or scroll down on MEHA webpage and click on the Quick Link shown below.



- 4.3 After you have completed your online application MEHA will enable your user and password for the online testing system, this may take one working day. Once enabled applicants should then follow the link received on the Acknowledgement letter to book a date, time and venue for the Job Tests. Job Tests are scheduled from 17 September to 29 September 2018.

5 Applying in Person

- 5.1** Applicants, who cannot apply online, should complete the application form, print and bring it to the assessment centre on one of the days specified below.
- 5.2** Applicants must bring a current Curriculum Vitae
- 5.3** Applicants should ensure they have certified copies available to submit with their application – no copying facilities will be available at assessment centres.

6 Signing in on the Job Test Day

6.1. Applicants submitting or attending an assessment centre, must note the following:

- 6.1.1** Applicant registration is half an hour prior to each session. Applicants are strongly encouraged to arrive before registration time to ensure there is sufficient time to register your application before testing commences;
- 6.1.2** If you have already registered online, please arrive 15 minutes before to sign in to commence your test.
- 6.1.3** Any application received after 4.30pm on Saturday 29 September 2018 will not be accepted;
- 6.1.4** Applicants who arrive 10 minutes after the start of Job Tests as per online booking schedule will need to schedule a new time;
- 6.1.5** As part of the selection process for classroom teachers, all applicants must sit an English Literacy Test and a Job Test, each test is 1 hour and your booking for to sit the test will be for 2 hours and you cannot split the time;
- 6.1.6** The last testing session commences at 4.30pm on Saturday 29 September and applicants wishing to sit this test must register before 4.30pm. No application will be accepted online or at assessment centre after 4.30pm on Saturday 29 September 2018;

6.2. On the Job Test day, bring with you the Acknowledgement Letter received after successfully submitting online application as it has your username and password for the testing system

6.3. Present any TWO valid Identity documents in the form of:

- Fiji Teachers Registration Card
- Passport
- Fijian Voter Registration Card
- Joint FNPF/FRCS TIN Card
- Fijian Driver's License

7 Assessment Centre Dates and Locations

Date	1 st Session	2 nd Session	3 rd Session	4 th Session	Venue
17 September, 2018	9.00am to 11.00am	11.30am to 1.30pm	2.00pm to 4.00pm		University of Fiji (Saweni Campus) – Library Computer Lab
24 September, 2018	9.00am to 11.00am	11.30am to 1.30pm	2.00pm to 4.00pm		University of Fiji (Samabula Campus)
18 and 25 September, 2018	9.00am to 11.00am	11.30am to 1.30pm	2.00pm to 4.00pm		University of the South Pacific (Laucala Campus) – ITS 9
19 and 26 September, 2018	9.00am to 11.00am	11.30am to 1.30pm	2.00pm to 4.00pm		Corpus Christi (Nasese)
20 and 27 September, 2018	9.00am to 11.00am	11.30am to 1.30pm	2.00pm to 4.00pm		Fiji National University (Natabua Campus) – GP Lab 2
20 September, 2018	9.00am to 11.00am	11.30am to 1.30pm	2.00pm to 4.00pm		Fiji National University (Derrick Campus) – D111 Lab
21 and 28 September, 2018	9.00am to 11.00am	11.30am to 1.30pm	2.00pm to 4.00pm		Fulton College (Sabeto, Nadi)
21 and 28 September 2018	5.30pm to 7.30pm				Natabua High School Labasa College Suva Grammar School
22 and 29 September, 2018	9.00am to 11.00am	11.30am to 1.30pm	2.00pm to 4.00pm	4.30pm to 6.30pm	Natabua High School Labasa College Suva Grammar School

8 Applicants in Remote and Rural Locations

The Ministry acknowledges that some applicants will be based in rural and remote locations and will find it difficult to travel to one of the assessment centres above. For applicants who are **genuinely** unable to travel to these assessment centres, the Ministry will investigate alternative testing arrangements and advise accordingly.

Applicants that are unable to reasonably travel to a test centre between the dates mentioned above should email evelyn.sami@govnet.gov.fj to explain the reasons why they are not able to attend an assessment centre. These emails must be received by the HR Department no later than 4.30pm on Wednesday 26 2018 to ensure that alternative testing arrangements can be made.

9 Offer of Positions

Offers of employment will be conditional upon production of FTRA Registration, completion letter from the Teacher Training Institution, recent police clearance and medical certificate. Police clearances must be dated after the assessment date. Any costs associated with obtaining these documents are not reimbursable.

10 Acceptance of Positions

Applicants should only apply for Districts where they are prepared to relocate to take up a position. Applicants should note that they will only be offered positions in the districts nominated.

Applicants will be expected to assume the post within two weeks of being issued with a contract. Failure to do so may result in withdrawal of the offer and the appointment of another applicant from the pool. Successful applicants will be offered the 'best available' post dependent upon their rankings in the order of merit and their location preferences.

Applicants who fail to accept or decline the post will be placed back in the pool but will not have any future priority for placement.

11 Location Preferences

You will be considered for vacancies in order of merit and will be offered the most suitable available vacancy at the time of offer and where you are prepared to serve, in order of your preference. Please note that applications will be held in a pool for vacancies which may arise during the 2019 school year. The Education Districts are:

- Ba-Tavua
- Cakaudrove
- Eastern
- Lautoka-Yasawa
- Macuata Bua
- Nadroga-Navosa
- Nausori
- Ra
- Suva

12 Information on Preparing Your CV

For your CV use a plain font such as Calibri or Arial and a size 11 or 12 font. Your CV must be truthful, clear and concise and no more than three pages. Do not include personal details such as family and non-professional interests. Your CV should include:

Name and contact details	It is a good idea to include your name in small print in a header that appears on every page.
Summary or Career Goal	A <u>brief</u> statement about yourself (from a professional perspective – nothing personal!) and your attributes and career goals.
Professional Experience	Present in reverse order – starting from your current or most recent position and working backwards. Include the title of the position, where you worked and start and finish dates. Include a short list of your duties and achievements.
Education	List completed degrees, diplomas and certificates. You may wish to include subject specialisations.
Training Courses / Professional Development	Not essential. If you choose to list them include only the most significant and relevant to this position.
Professional Associations	List all relevant professional associations, including the type of membership and the year you joined.
Referees	Name, Contact and Email Address of 2 referees.