



MINISTRY OF EDUCATION, HERITAGE AND ARTS



VACANCY 189/2018 – HEAD – HUMAN RESOURCES (BAND M)

Many people demand better quality and delivery of education in Fiji and MEHA is seeking a person with the knowledge, experience, skills and abilities along with the enthusiasm and the passion for the significant challenge this role offers to play a critical part in designing and implementing changes which will impact every person in Fiji. This is an exciting time to join the Ministry.

The Ministry of Education, Heritage and Arts is currently recruiting for the role of Head – Human Resources. This key role is a member of the Ministry's executive team and reports directly to the Permanent Secretary.

With over 13,000 employees, MEHA is among the largest employers in Fiji and this role offers an opportunity to a qualified and experienced human resources professional to take on the challenge of achieving the workforce and modern workforce management practices needed to deliver continuous improvements in the delivery particularly of education in Fiji.

This role will be at the forefront of the implementation of the Civil Service Guidelines and will provide leadership in establishing a proactive, positive-performance culture across the Ministry, supporting delivery of better educational and other mandated outcomes.

The Head of Human Resources will lead the Human Resources Department which is responsible for all human resource management and development functions of the Ministry. The newly established HR Department has a structure of 65 staff, with six key functional managers and a number of Senior HR Officers, HR Officers and HR Assistants to support the delivery of HR functions.

The ideal candidate will demonstrate past success in transforming human resource services to create a client-focused approach and a culture of successful service delivery. The successful candidate will need to demonstrate that they have the ability to lead the development, implementation and monitoring of a contemporary approach to human resource management and development which complies with Civil Service guidelines and reform priorities within a challenging environment.

The role description and the application form are available from the Ministry's website: www.education.gov.fj

Appointment to this position will be between Step 1 and Step 3 of Salary Band M - \$74,710.90 - \$87,162.71.

The appointee will have a performance assessment on completion of probation and may move to Step 4 of Band M (\$95,783.20 per annum) if assessed as fully competent. Exceptional performance may also attract a performance payment as part of the annual performance assessment process, subject to the Civil Service Performance Management Framework.

In addition to the salary, the Ministry may offer up to a 25% scarce skills allowance to attract the highest quality candidates for this important post. This allowance will be based on up to 25% of the salary and will be payable for the term of the contract.

If you would like to have a confidential conversation with the Permanent Secretary of MEHA to discuss any aspect of the role, please email the email address listed below to make a request.

ELIGIBILITY

Applicants must be a Fijian Citizen, under age 55, in sound health with personal character and background that demonstrate a commitment to the Public Service Values and Code of Conduct.

Any appointment offer will be made on a contract basis for a period of three years, with the option for contract renewal subject to satisfactory performance. Any appointment offer will be subject to confirmation of a clear police record.

APPLICATION PROCESS

To apply for this position, applicants are required to submit ONLY the following documents at this time:

1. A completed application form with a statement addressing the knowledge, experience, skills and abilities of the role as specified in the role description; and
2. A current CV with names and contact details of **2 professional referees** who can confirm your ability to successfully undertake the duties of the position.

Applicants are requested to submit their application by email to MEHAjobapplications@gmail.com

APPLICATIONS WILL CLOSE AT MIDNIGHT ON MONDAY 29 OCTOBER 2018

Late applications will not be considered.