



Pacific
Community
Communauté
du Pacifique

- **Suva-based position (Fiji)**
- **Attractive expatriate package**
- **Join the principal development organisation in the Pacific region**

*The Pacific Community (SPC) invites applications for the position of **Education Assessment Specialist - Literacy** within its Educational Quality and Assessment Programme Division. This position will be located at its regional office in Suva, Fiji.*

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The vision of the **Educational Quality and Assessment Programme (EQAP)** is to be 'The agency for educational quality in the Pacific region'. Its mission is to enhance the quality of education and training for Pacific learners, so they realize the benefits of lifelong learning. EQAP seeks to promote the following core values within the context of SPC's corporate values:

- a culture of quality;
- a culture of continuous improvement;
- cultural and political sensitivity;
- respect for the autonomy and priorities of the education system in each Pacific Island country and territory (PICTs); and
- assimilation of the expressed needs of countries in its delivery of technical services.

The role – **Education Assessment Specialist – Literacy** will coordinate the development, implementation and evaluation of the Large-Scale Assessment (LSA) related activities in the Pacific Island countries and territories. This role will also be responsible for building capacity in these areas within the countries and territories, and within EQAP through training.

The key responsibilities of the role include:

Support the development of Assessment instruments

- Support the revision of the regional Literacy benchmark statements and framework.
- Support the development of Literacy items and adhere to processes in place.
- Manage the translation of items into target languages and develop administration manuals and test instructions.
- Provide Quality Assurance services on cognitive and contextual items.

Assessment administration, analysis, reporting and dissemination

- Train the National Coordinators (NC), School Coordinators (SC) and Test Supervisors (TS) prior to the test administration and training reports to be submitted.
- Train EQAP officers on coding activities and train country officers on the use of assessment data.
- Report Literacy regional performance at the Regional, Sub-regional and country levels.

Building capacity with counterparts in PICTs on National Literacy & Numeracy Assessments and administration of requests as per country

- Support in developing appropriate structure, and processes to ensure the successful design and development of the assessment in the country as requested.
- Assist with the training of assessment officers on the principles and skills of instrumentation to improve the assessment at the national level.
- Review instruments and assessment documents in accordance with country requests.
- Train country officers on coding of students' responses, analyze country coding data and using data for reporting learning and intervention.

Integration with other sections in EQAP/SPC as per sections' timeline

- Support the higher secondary examinations services including training teachers on Internal Assessment (IA), approval of IA tasks, verification of IA tasks, moderation of draft exam papers, review of final exam papers, review of prescriptions, writing online resources and training teachers and education officers on Outcome Based Education (OBE).

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- A degree with a teaching qualification in literacy or related content area.
- A master's degree in education.

Technical expertise

- At least 10 years of experience working in the area of secondary education with at least 5 years in the area of assessment and using assessment data to improve student outcomes.
- Experience in building teamwork, initiative, and ability to adhere to strict multiple timelines.
- Experience in negotiating with, and training adults from different ethnic, cultural and educational backgrounds.
- Experience in data gathering, analysis, interpretation and reporting.
- Knowledge of current Pacific and international teacher education issues.

Language skills

- Excellent English communication skills (oral and written).

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment.

Salary, terms and conditions

Contract Duration – Until 30 November 2027 – subject to renewal depending on funding and performance.

Remuneration – The **Education Assessment Specialist - Literacy** is a band 10 position in SPC's 2024 salary scale, with a starting salary range of 2,575–3,218 SDR (special drawing rights) per month, which currently converts to approximately FJD 7,672–9,591 (USD 3,424–4,280; EUR 3,191–3,989). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,350–3,000 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's Privacy Policy.

Application procedure

Closing Date: 21 April 2024 at 11:59pm (Fiji time)

Job Reference: JM000610

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided. Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to Fiji Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening Questions (maximum of 2,000 characters per question):

1. What process do you undertake to develop a high-quality reading assessment?

2. What do you feel are the two biggest challenges for successfully administering a regional Literacy assessment, and why?
3. How do you address issues of equity in large-scale assessments, particularly gender, disability and language.