



## **JOB OPPORTUNITIES**

The Higher Education Commission Fiji (HECF ) seeks to recruit a suitably qualified person for the following positions:

### **1. Professional Officer- National Qualification Implementation (2 Positions).**

This role is responsible for the management of competency-based training (CBT) and competency-based assessment (CBA) of National Qualifications (NQs). It is also responsible for monitoring the implementation of the Recognition of Prior Learning policy in HEIs delivering NQs.

A candidate for this position must possess a minimum of an undergraduate degree in a relevant field with an excellent administrative background, particularly around quality assurance. A post-graduate would be an advantage.

### **2. Funding Analyst**

The position helps administer; monitor; and evaluate the usage of Operating and Capital grants to the Universities and HEIs to ensure that funds are efficiently and effectively utilized within the ambit of relevant legislations and MOA's.

The candidate for this position is expected to have a relevant Masters degree or a relevant undergraduate degree with relevant work experience aligned with the roles and responsibilities of the position.

Access the full Job Descriptions on our website: <https://hec.org.fj/careers/>

Interested applicants must submit a cover letter addressing the role requirements, a detailed Curriculum Vitae, and certified copies of certificates and transcripts.

The cover letter must be addressed to the Director, Higher Education Commission Fiji, P.O. Box 2583 Government Buildings, Suva. All Applications are to be sent electronically via email to [HR@fhec.org.fj](mailto:HR@fhec.org.fj) by 4.00 pm, Monday, 22 April 2024.

For more information, contact Epi Rawalai on 9318596 / 3100031.