



Pacific
Community
Communauté
du Pacifique

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

*The Pacific Community (SPC) invites applications for the position of **Professional Officer (Curriculum)** within its Educational Quality and Assessment Programme. 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, education, 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 – **Professional Officer (Curriculum)** will implement, monitor and report on training, support and advice to member countries on outcomes-based curriculum development and curriculum auditing for improvement of teaching and learning.

The key responsibilities of the role include:

Curriculum Review and Development

- Design and develop a strategy for curriculum development using the outcomes-based approach including necessary documentations.
- Design, develop and implement a training program for curriculum officers, teachers, education officers, school leaders and teacher trainers on the use of the outcomes-based approach in developing a curriculum that targets assessment as well as the enhancement of learning achievement.
- Lead the support to countries for the review and development of their national curriculum policies, subject curricula and resources.
- Provide expertise and advice to countries on the importance of constructive alignment of learning outcomes, teaching and assessment.

Regional Assessment Support (SPFSC)

- Lead the revision of the SPFSC curricula for allocated subjects.
- Conduct an internal review of SPFSC examination papers for allocated subjects.
- Lead the SPFSC IA programs review and approval process for allocated subjects.
- Co-facilitate the training of examiners, moderators and scorers.

National Assessments and Examinations

- Co-facilitate training of MoE staff and national examiners and moderators on item development.
- Conduct moderation or internal review of allocated subjects for national examinations.
- Provide effective professional guidance and input for the development of IA tasks and scoring guides for national assessments.
- Lead the unpacking of learning outcomes for countries requesting a transition to PacSIMS.

Early Literacy Interventions and Assessment

- Lead the roll out of the Systematic Synthetic Phonics Approach based on country request including training of teachers and MoE staff, classroom observations, overseeing the administration of assessments and reporting.
- Lead the administration and reporting of the Tuvalu Early Grade Reading Assessment (TuEGRA).
- Lead the review and development of policies on language of instruction in collaboration with the countries.

People Management

- Develop and monitor contract for the Country Program Support Officer (CPSO) based in Tuvalu.
- Actively schedule time to help CPSO develop and be the best they can.

- Create an environment which encourages the resolution of performance issues.
- Create a team environment to develop an effective working relationship between the CPSO, EQAP, Tuvalu Ministry of Education and the Tuvalu Learning Project (TuLeP).

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

Key selection criteria

Qualifications

- A post graduate qualification in a major teaching area of formal education or equivalent body of knowledge and experience.

Technical expertise

- At least 7 years of experience working in the area of education with at least 3 years in curricula development using the outcomes based approach.
- Experience in designing and developing national curriculum policy frameworks.
- Experience in item development for national examinations.
- Experience in unpacking of curricula learning outcomes.
- Knowledge of benchmarking principles and processes.
- 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.
- Knowledge and competency of advanced information technology tools, including word processing, spreadsheets and databases.
- Experience in the design and development of educational resources.
- Experience in writing analytical reports.

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage.

Interpersonal skills and cultural awareness

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

Salary, terms and conditions

Contract Duration – 2 years – subject to renewal depending on funding and performance.

Remuneration – The **Professional Officer (Curriculum)** is a band 10 position in SPC's 2025 salary scale, with a starting salary range of 2,575–3,218 SDR (special drawing rights) per month, which currently converts to approximately FJD 7,750–9,687 (USD 3,424–4,280; EUR 3,154–3,942). 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 1,500–5,200 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 10% 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: 11 May 2025 at 11:59pm (Fiji time)

Job Reference: TT000075

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. Explain how you would address diversity and inclusivity in an outcomes-based curriculum design. Provide concrete examples from your experience where you successfully integrated diverse perspectives into your curriculum design.
2. How would you approach assessment in an outcomes-based curriculum? What types of assessment methods do you believe are essential to accurately measure student achievement of learning outcomes?
3. What trends do you foresee shaping the future of outcomes-based education in the Pacific, and how would you adapt your practices in response to these trends?