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| **MINISTRY OF EDUCATION**  **Maraurau o te Pae Api’i** |  | **Government of the Cook Islands**  **Te Kavamani o te Kuki Airani** |
| **P.O. Box 97, Rarotonga, Cook Islands** |  | **Tel: (682) 29357 Fax: (682) 28357** |

**DIRECTOR PLANNING & DEVELOPMENT DIVISION APPLICATION FORM**

Thank you for your interest in the position of Director. Please complete all parts of this application form and return it with a

* Covering Letter
* Curriculum Vitae and
* Certificed opies of major tertiary qualifications to:

Director Human Resources Management Division

Cook Islands Ministry of Education

PO Box 97

Rarotonga

COOK ISLANDS – Email: [vacancy@education.gov.ck](mailto:vacancy@education.gov.ck) By Friday 10 August 2018

**Position Applied For:**  Director, Planning & Development Division

**Applicant’s Full Name:**

**Address:**

**Telephone Numbers:** Home: Mobile: ....................................

**Email Address:**

**Teacher Registration Number:**

**Registration Expiry Date:**

**Date of Birth**:

**Nationality**:

**Qualifications - *Academic*** *(List all qualifications gained)****:***

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year Attained** | **Institution** |
|  |  |  |
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**Relevant Work Experience for the Position –** *(List all positions held):*

|  |  |  |
| --- | --- | --- |
| **Positions Held** | **Year** | **Institution** |
|  |  |  |
|  |  |  |
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**PROFESSIONAL EXPERIENCE**

*In the table below, you will find some of the the key responsoibilities from the Position Description for this position. Please respond to each of the key tasks with examples of similar work from your own professional experiences. If your professional experience means that you have not been involved in exactly the stated task, then please indicate how you would approach the task and adapt experiences you have had to it. Some prompts are provided to assist with your discussion. Please extend the table as required to complete your responses.*

|  |  |
| --- | --- |
| **Key Tasks** | **Discussion** |
| School/Provider education review and compliance reports.  National Focus Area Reports |  |
| Ensure school/provider compliance with relevant national and international accreditation bodies |  |
| Strategic, issues and operational policy (development, review and implementation process) |  |
| Development of annual and midterm plans to achieve outcomes of the Education Master Plan |  |
| Manage the Monitoring and Evaluation framework and related reports(EMP & regional and internationalconventions) |  |
| Validate school annual reports and manage teacher/tutor and principal attestation |  |

*Please give an indication of your professional skill/capability in the areas shown in the table below. Please extend the table as required to complete your responses.*

|  |  |
| --- | --- |
| **Skill/Capability** | **Response** |
| * Commitment towards positive outcomes in providing high quality education for all. |  |
| * Strong interpersonal skills including advocacy, public speaking and presenting. |  |

**PERSONAL QUALITIES**

*Working in the Cook Islands:*

|  |  |
| --- | --- |
| Have you had any criminal convictions in the past 10 years and/or have any pending criminal convictions? YES / NO | If ‘Yes’, provide brief details: |
| Have you had an injury or medical condition caused by gradual process, e.g. disease or infection (NCD), stress related or well-being illness or hearing loss – which the tasks of this job may aggravate or contribute to? YES / NO | If ‘Yes’, provide brief details: |

*Living and working in a new environment provides many challenges and opportunities.*

*Please use your personal experiences, professional or otherwise, to give an indication of your personal strengths and qualities under the following headings. You may also add to the list other qualities that you have that are important to this position. You may respond to each one individually or as an overall response.*

**Points to consider:**

1. Adaptability
2. Flexibility
3. Organisation of Work
4. Initiative and resourcefulness
5. Attitude to work

**Referees**

You are required to provide the contact details of **three** referees, two of whom must have worked with you in a professional capacity recently, who can comment on your ability to meet the requirements of this position.

Please provide contact details of your referees in the spaces below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Name*** | ***Address/e-mail*** | ***Telephone*** | ***Position*** |
| ***1*** |  |  |  |  |
| ***2*** |  |  |  |  |
| ***3*** |  |  |  |  |

***Complete the application form and e-mail to*** [***vacancy@education.gov.ck***](mailto:vacancy@education.gov.ck) ***by the due date.***

**Applicant’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_