

CURRICULUM VITAE

Objectives:

- To be a good listener
- To be a team player
- To be results-oriented officer
- To be purpose-driven officer
- To be the best negotiator
- To continuously build network
- To comply with timelines
- To uphold directives

Personal Values & Principles:

- Trustworthy
- Reliable
- Diplomatic approach
- Prefer Dialogue at discussion table
- Safeguard confidentiality of information

PERSONAL:

Name: Maika Gukilagi Moroca Jr

Date of Birth: 7th June, 1973

Primary and Secondary Education:

Year	School	National Examination	Status
1991	Nasinu Government Secondary School, Suva.	Fiji Seventh Form Exam	Passed
1990-1987	Sila Central Government High School, Nausori.	Fiji School Leaving Certificate – Form 6	Passed
		Fiji Junior Exam – Form 4	Passed
1980-1986	Dilkusha Methodist Boys School, Nausori.	Fiji Eighth Year Exam	Passed
1979	Natoaika Village School, Naitasiri.	Class 1	Transferred to Class 2
1978	Tagore Kindergarten, Ba, Fiji	Pre-school	Passed

Training and Qualifications:

Year	Institution/Organization	Qualifications & Up-skilling	Learning Outcomes
2021, April	Ministry of Education	Certificate of Participation	Diagnosis training to identify gaps in Reading.
2020, March	Ministry of Civil Service	Certificate of Completion- Civil Service Discipline Guideline	Natural Justice process in investigations.
2020, April	Alison's Institute, Ireland	Diploma in Human Resources	Recruitment and

	- Online	Management	Selection Processes, identifying Person to the Post, Contracting an Officer, HR training and Development, Disciplinary and Rehabilitative measures and Performance Conversation and Assessment.
2019, September - October	National Disaster Management Office- NDMO	Certificate of Completion- Team Member in an Emergency Operations Centre	Managing an Emergency Operation Centre and responding to the public.
2019, July	Ministry of Education	Verification Certificate	Data verification and intervention to identify disabilities in students.
2017, June Session 16	Civil Service Reform Management Unit	Certificate of Completion	Certified Investigation Officer by Ministry of Civil Service.
2017, October	Ministry of Education	Certificate of Participation	Analysis of the School Management Handbook 2017
2017, December	Ministry of Civil Service	Certificate of Completion- Effective Job Application and Interview Skills	Writing a job application and conducting the interview process.
2014, December.	Ministry of Education	Certificate of Completion - Future Leaders as a Head of School	Leadership, Planning, Officer Competency Framework, Policy Decisions, Research, Scholarly Reporting
2014, November	Ministry of Education- Uluibau Primary School	Certificate of Attainment in Professional Development	Areas that make a Model school achieve its status- <ul style="list-style-type: none"> • Part II in 2014 • Part I in 2013
2013, March	Ministry of Education – National Substance Abuse Advisory Council	Certificate of Participation	Training of Trainers
2012, October	Ministry of Education	Certificate of Participation	Child Health Policy Child Health Survey and Analysis Staff Health and Wellness
2010, November	Ministry of Education & Fijian Teachers	Certificate in Planning – Training, Teaching and	Officers Competency Framework, New

	Association	Learning	Directions in academic Assessment and Translation Skills and Rules.
2002, October	University of the South Pacific, Fiji Campus.	Bachelor of Arts in History and Politics	Majors History and Politics.
1999, October	Jaycees International Institute - Geneva	Diploma in Leadership – intensive course	Transformational Leadership, Public Administration, Good Governance
1995, November	Fulton University College	Diploma in Education	Curriculum, Teaching Strategies, Adult Training, Public Speaking, Human Development, History and Politics, Anthropology, Psychology Language writing skills and scholarly report writing

Work Experiences:

Position Appointed to:	Timeline / Tenure of Service:	Duties performed:
Senior Education Officer – Primary & Secondary Unit Ministry of Education	13/07/23 to 12/11/23	Monitored work by district offices regarding operations of Kindergarten in Fiji.
Acting Head Human Resources-Ministry of Education	30/05/23 to 28/06/23	Supervised all the roles of the 6 Units with HR.
Senior Education Officer- Executive Support Unit at Office of the Minister for Education.	23/01/23 to 30/05/23	Provided the required support services for the Minister for Education and the Permanent Secretary for Education by means of Speech writing, research, press release, outgoing emails, response to incoming emails, advisory services on policy decision matters, monitor to ensure compliance in terms of operational matters of the Ministry of Education.
Senior Education Advisor-Ra	23/04/21 to 23/01/23	Provided advisory and supervisory role for 43 Primary Heads in Ra, 10 Secondary Principals and 67 ECE teachers and school managements for all the

		number of schools mentioned.
Education Advisor-Ra	12/05/19 to 22/04/23	Deputize SEA-Ra, Monitored work of HoS and supervised school operations to comply with Ministry of Education expectations, policies and alignment to Education sector National Planning obligations.
Education Officer-Suva	01/01/18 to 11/05/19	Deputize SEO-Suva, monitored work of Heads of Schools in Suva, both primary and secondary to ensure compliance with MOE expectations regarding obligations at school level. Implemented, monitored and evaluated MOE initiatives in schools.
Education Officer- Nausori	01/01/17 to 31/12/17	Deputize SEO-Nausori, monitored work of Heads of Schools in Suva, both primary and secondary to ensure compliance with MOE expectations regarding obligations at school level. Implemented, monitored and evaluated MOE initiatives in schools.
Education Officer- Library Services of Fiji	01/01/16 to 12/08/16	Implemented Reading Tracker initiative. Monitored School libraries alignment to National Library Policy. <i>On-Air Radio Broadcast to reach the unreached in society. On Radio Talk Back show to promote reading and use of school, community and public libraries.</i>
Education Officer – Lautoka/Nadi/Yasawa[LNY]	13/08/16 to 31/12/16	Deputize SEO-LNY, monitored work of Heads of Schools in Suva, both primary and secondary to ensure compliance with MOE expectations regarding obligations at school level. Implemented, monitored and evaluated MOE initiatives in schools.
Education Officer- Executive	18/02/15 to 31/12/15	Provided the required support

Support Unit, Office of Minister and Permanent Secretary for Education		<p>services for the Minister for Education and the Permanent Secretary for Education by means of Speech writing, research, press release, outgoing emails, response to incoming emails, advisory services on policy decision matters, monitor to ensure compliance in terms of operational matters of the Ministry of Education.</p> <p><i>Responsible for collating School and MOE achievements, success stories, reminders for Radio Broadcast.</i></p>
Head of School- Appointment	January, 2010 to December, 2014	<p>Led schools with an average of 7 to 22 teachers from Small to Medium schools, namely:</p> <ul style="list-style-type: none"> • Dawasamu District School • Kalabu Primary School • Rukuruku District School • Bureta District School • Uluibau Primary School
Senior Classroom Teacher- Years 7 and 8	Rejoined teaching in 2009	<p>Taught at:</p> <ul style="list-style-type: none"> • Nasinu Muslim Primary School • Nabitu District School
Manager- Public Relations, Turaga/Marama Magazine	January to December 2008	<p>Led the Outreach/PR Team Wrote Articles on Issues relating to Education, Politics and Leadership.</p>
Manager Training & Culture, US Peace Corps-Fiji Office	January to December 2007	<ul style="list-style-type: none"> • Outreach Team Leader for Cultural Knowledge and Conversational programs for US Peace Corp Volunteers. • Monitored, Evaluated training for Volunteers • Prepared Adult Training Manual • <i>Attended to Radio Broadcast On-Air Interviews.</i>
Administrative Officer to	2005[May] to	<ul style="list-style-type: none"> • Looked after Great

Acting Senior Administrative Officer, Department of Legislature-Parliament of Fiji	2006[December]	<p>Council of Chiefs Secretariat for 14 Senators appointed to Senate.</p> <ul style="list-style-type: none"> • Researched for parliamentary speeches • Administrative and support serves. • Outreach on role of Senate to schools and multicultural communities.
Classroom Teacher- Urban, Remote Rural and Maritime Schools	1996 to 2005[March] April-Resigned to join Department of Legislature, Parliament of Fiji.	<p>Served at Classroom teacher:</p> <ul style="list-style-type: none"> • Planned for Teaching and learning classroom delivery.

Professional Achievements:

- i. **2021 – As Senior Education Advisor [Ra]**, planned and conducted the first ever Education Symposium to be conducted by an Education District in Fiji. This was officially opened by Hon Rosy Akbar, Minister for Education and officially closed by Permanent Secretary Dr Anjeela Jokhan. The purpose of the Symposium was to gauge and map out ways to reducing the alarming increase in the number of non-readers in Year 8 right to Year 12 and 13 in high schools.
- ii. **2021-2022 As Senior Education Advisor [Ra]**, achieved the roll out of criteria for MODEL SCHOOL in Ra's Maritime zone and Remote rural areas. By the end of 2022, Malake Island Primary School was declared Ra's Maritime Model School and Nailuva District School was declared Ra's Model School in Remote rural Highlands. This was an initiative of Ra Education District Office.
- iii. **2021-2023 As Senior Education Advisor[Ra]** planned and led Heads of Schools to maintain the following that was acknowledged by the Permanent Secretary for Education:
 - a. 100% Fiji Education Management Information System-FEMIS updates.
 - b. 100% FEMIS School Bank Reconciliation monitored by Ra Education District Office.
 - c. 100% Compliance in terms of School Beautification, School based Policies and Alignment to MOE Policies by Ra's 43 Primary Heads of Schools, 10 High School Principals and 67 ECE Teachers.
 - d. 100% Outreach and Advocacy by Ra Education District Office to Parents in Villages, Settlements, Farming Communities.
 - e. 100% Reconciliation and Commitment meetings with Stakeholders and Partners in Education like Save the Children, Habitat Fiji, Fiji Water Foundation.

- f. 100% Training needs met and conducted for Heads of Schools and teachers in selected priority areas in Primary, ECE and Secondary Education.
- iv. **2018- As Education Officer [Suva]** conducted 92% of reported cases through rehabilitative care and program by re-deploying officers or teachers after a series of counseling and guidance. This was acknowledged by Hon Rosy Akbar and the Permanent Secretary.
- v. **2016-2018 As Education Officer [Library Services and Suva]** was instrumental in accepting the task by the Permanent Secretary to conduct Radio Broadcast and reach out to the people of Fiji regarding the obligations of Ministry for Education, its initiatives and the 4 Pillars of Education for Change Peace and Prosperity which guided the Ministry then. Due to an ad hoc approach by the Office of the Minister then, this exercise discontinued.

Board Membership:

Statutory Authority / Organization	Period of Appointment	Appointed by:
Board Member – Fijian Teachers Association Cooperative Thrift Ltd [FTA CTL]	2021 to 2024	Elected with 1885 votes during FTA CTL elections in 2021.
Board Member - Fijian Teachers Association [FTA]	2018 to 2022	Elected with 2005 votes during the FTA Union elections in 2018
Board Member-Consumer Council of Fiji	2008 to 2010	Hon Tom Ricketts Minister for Trade, Industry and Commerce
Board Member- Fiji Mahogany Trust [Landowners Representative]	2007 to 2009	Hon Tom Ricketts Minister for Trade, Industry and Commerce
Assistant General Secretary- Naitasiri Rugby Union [looked after Naitasiri South]	2004 to 2006	Elected during AGM of 2004
Board Member – National Road Safety Council [Community Outreach Committee- Representative of School Communities]	2003 to 2006	Hon Josefa Vosanibola Minister for Transport & Civil Aviation.