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**CIRCULAR**

**From:** *The Permanent Secretary for Education, Heritage and Arts*

**To:** *All School Heads, Divisional and District Education Offices*

**Ref :** *MOE – C22/15*

**Date:** *08/04/2015*

**SUBJECT: ENGAGEMENT OF RETIRED TEACHERS AS VOLUNTEERS FOR NSAAC UNDER THE MINISTRY OF EDUCATION**

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- 1.0 Warm greetings from the Ministry of Education Headquarters in Suva.
- 2.0 As an initiative of the Honourable Minister for Education, the Ministry of Education through the National Substance Abuse Advisory Council [NSAAC] has engaged forty two (42) retired teachers, many of whom have held very senior positions in the Ministry of Education.
- 3.0 The primary purpose for the engagement of these volunteers under the NSAAC is to assist the NSAAC Staffs and the schools in the raising of awareness in the area of Drug and Substance Abuse, Non Communicable Diseases (NCDs) or Lifestyle Related Diseases, Health Promotion, HIV and AIDS, Adolescent Reproductive Health, Child Abuse, Violence Against Girls and Women, School Related Gender Based Violence and to conduct Basic Counselling on students as well as to assist in the overall discipline of students in schools.
- 4.0 The Ministry of Education is concerned with the growing number of cases of drugs substance abuse, teenage pregnancy, violence against girls and other forms of child abuse and disciplinary cases reported from schools in the last few years and it is the intention of the above scheme to work with school heads in addressing these issues in schools.
- 5.0 The Volunteers have been allocated to respective Education Districts and Divisions and Divisional Education Officers, Senior Education Officers, Education Officers and Divisional Counsellors have been briefed on their roles and responsibilities as well as reporting channel.

- 6.0 Head Teachers and Principals are therefore, requested to support the volunteers through their teaching staff in the allocation of appropriate times for them to visit and conduct awareness raising on the above mentioned issues to students in schools and to confirm the volunteers attendance in school by signing and stamping on the Weekly/Timesheet Report which the volunteers need to produce to the Head of School.
- 7.0 For further queries please contact CEO NSAAC either via email on **[misaele.driubalavu@govnet.gov.fj](mailto:misaele.driubalavu@govnet.gov.fj)** or by phone: on **3394144 / 3394180 / 7734180**.



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Mrs. Kelera Taloga

**Acting Permanent Secretary for Education, Heritage and Arts**

