Chevening 2021-2022 Reading Committee

The Chevening programme is the UK government’s global scholarship programme, funded by the Foreign and Commonwealth Office (FCO) and partner organisations. Offered in over 160 countries and territories globally, the programme grants awards to outstanding scholars and fellows with demonstrable leadership potential and a commitment to creating positive change in their home country.

Chevening offers two types of awards:

* **Scholarships** – a one-year taught master’s degree in any subject and at any UK higher education institution.
* **Fellowships** – either a bespoke short course or research project based in the UK for two to twelve months. Fellowship awards are available in specific regions only.

For the 2020-2021 academic year over 1,600 awards have been offered to Chevening Scholars and Fellows to the UK. For more information on Chevening Awards please visit [www.chevening.org](http://www.chevening.org).

Reading Committees play a crucial part in the selection of Chevening Scholars and Fellows to ensure independently assessed excellence. Each committee comprises two members: a *Regional Assessor* and an *Academic Assessor* who will be asked to assess applications from a particular country or countries from a particular region (see Annex A).

* We are seeking a number of *Regional Assessors* with substantial international experience across a range of countries and/or a region. In addition to reading and scoring applications according to the Chevening assessment criteria, Regional Assessors are asked to consider the applicant’s career aspirations in relation to country context and to produce a short, written report for each country assessed. Previously, Regional Assessors have included former UK diplomats and representatives from private sector organisations or higher education institutions.
* We are seeking a number of *Academic Assessors*with experience in assessing academic applications from a wide range of subject areas. In addition to reading and scoring applications according to the Chevening assessment criteria, Academic Assessors are asked to consider the applicant’s academic abilities against courses chosen and to produce a short, written report for each country assessed. Previously, Academic Assessors have included International Officers and Admissions Officers from a number of UK higher education institutions.

Each reading committee member will be asked to make an assessment on the quality of each application against the Chevening global selection criteria. Committee members are required to submit their scores on an online system between **23 November 2020 and 1 January 2021**. All committee members are required to complete assessment of 20 initial applications by **7 December 2020.** In addition, committee members must submita short, written report for each country assessed by **11 January 2021**.

Eligibility

In order to participate in the Chevening reading committee process, all committee members should:

* not be currently employed by the Chevening Secretariat, the Association of Commonwealth Universities or the Foreign and Commonwealth Office (including British embassies/high commissions overseas).
* not have been employed in the above categories since 9 September 2019.
* not be a Chevening Scholar, Fellow or Alumnus/a.
* hold a UK bank account registered in their own name. Nominated bank accounts will not be accepted.
* be living in the UK.
* commit to assessing between 400-600 applications, all applications must be assessed by 1 January 2021.
* commit to completing assessment of 20 initial applications by 7 December 2020.
* be a confident IT user as applications are assessed using an online system.

For both roles, experience of working with scholarship programmes or university applications would be a distinct advantage. We cannot accept applications from Chevening alumni.

Compulsory training will be provided to all committee members. This will be in the form of online training, which all assessors will be required to complete before being allocated applications for review. During this training you will be briefed on the marking criteria and guidance on how to complete the assessments using the online system. Assessors who have worked as a Chevening reading committee member in the past will be required to complete this training.

Reading committee members will receive an honorarium for their time and valued contributions. The total amount received will be dependent on the number of applications assessed, based on £1.50 per application. It is anticipated that each committee member will assess between 400-600 applications. In the unlikely event that there are no applications for you to review, you will be reimbursed £25. Additionally, assessors will be paid £25 for satisfactory completion of each country report.

Paying tax and national insurance is the responsibility of the committee member, and payment will be in sterling to a UK bank account. Due to the short-term nature of this role we are unable to provide references for assessors in the future.

How to apply

To apply you must submit:

* The completed application form
* Attach an up-to-date CV

**Your application should be submitted via** [**this link**](https://form.jotform.com/201952096229357)and any enquiries should be emailed to sifting@chevening.org for the attention of Jocelyn Smith, Programme Manager - International at the Chevening Secretariat. There will be a rolling deadline until all reading committee assessors have been recruited. Applications will close on **14 September 2020 at 17:00 (BST)**. We reserve the right close the application window ahead of this deadline if all positions are filled. If you have been appointed as a Chevening reading committee assessor in a previous year following a successful telephone interview, your application will be reviewed and your previous performance considered, and you will be advised whether your application has been successful again this year. All other applications from new applicants will be reviewed and shortlisted applicants will be contacted to arrange a sutiable time and date for a telephone interview

The Association of Commonwealth Universities’ privacy notice for job applicants is available [here](https://www.acu.ac.uk/privacy/privacy-notice-for-job-applicants/).

**Annex A – Reading committee regional breakdown**

Reading committee members will be assigned to one or more countries from the following regions of the world:

|  |  |
| --- | --- |
| **EAST AFRICA**BurundiDjiboutiEritreaEthiopiaKenyaRwandaSomaliaSouth Sudan TanzaniaUganda | **SOUTHERN AFRICA**BotswanaComoros LesothoMadagascarMalawiMauritiusMozambiqueNamibiaSouth AfricaKingdom of EswatiniZambiaZimbabwe |
| **CENTRAL & WEST AFRICA**AngolaBeninBurkina FasoCameroonCape VerdeCentral African RepublicChad Côte d’IvoireDemocratic Republic of the CongoEquatorial GuineaGabonGhanaGuineaGuinea BissauLiberiaMaliNigerNigeriaRepublic of CongoSenegalSierra LeoneSao Tome & PrincipeThe GambiaTogo | **EUROPE & CENTRAL ASIA**AlbaniaArmeniaAzerbaijan BelarusBosnia and HerzegovinaGeorgiaIcelandKazakhstanKosovoKyrgyzstanNorth MacedoniaMoldovaMontenegroRussiaSerbiaSouth CaucasusTajikistanTurkeyTurkmenistanUkraineUzbekistan  |
| **MIDDLE EAST & NORTH AFRICA** AlgeriaEgyptIsraelJordanLebanonLibyaMauritaniaMoroccoSyriaSudanTunisia The Occupied Palestinian Territories | **WESTERN & SOUTH ASIA**AfghanistanBangladeshBhutanIndiaIranIraqMaldivesNepalOman PakistanSeychellesSri LankaYemen |
| **ASEAN & OCEANIA**BruneiCambodiaIndonesiaLaosMalaysiaMyanmarNew ZealandPacific Islands PhilippinesPalauSingaporeThailandTimor LesteVietnam | **EAST ASIA**ChinaDPRK JapanMongoliaRepublic of KoreaTaiwanHong Kong |
| **CENTRAL AND NORTH AMERICA**BelizeCanadaCosta RicaEl SalvadorGuatemalaHondurasMexicoNicaraguaPanama | **SOUTH AMERICA**ArgentinaBoliviaBrazilColombiaChileEcuadorGuyanaParaguayPeruSurinameUruguayVenezuela |
| **CARIBBEAN & THE BRITISH OVERSEAS TERRITORIES**BahamasBarbados & Eastern CaribbeanCubaDominican RepublicHaitiJamaicaTrinidad & TobagoThe British Overseas Territories |  |