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](mailto: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:

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| **EAST AFRICA**  Burundi  Djibouti  Eritrea  Ethiopia  Kenya  Rwanda  Somalia  South Sudan  Tanzania  Uganda | **SOUTHERN AFRICA**  Botswana  Comoros  Lesotho  Madagascar  Malawi  Mauritius  Mozambique  Namibia  South Africa  Kingdom of Eswatini  Zambia  Zimbabwe |
| **CENTRAL & WEST AFRICA**  Angola  Benin  Burkina Faso  Cameroon  Cape Verde  Central African Republic  Chad  Côte d’Ivoire  Democratic Republic of the Congo  Equatorial Guinea  Gabon  Ghana  Guinea  Guinea Bissau  Liberia  Mali  Niger  Nigeria  Republic of Congo  Senegal  Sierra Leone  Sao Tome & Principe  The Gambia  Togo | **EUROPE & CENTRAL ASIA**  Albania  Armenia  Azerbaijan  Belarus  Bosnia and Herzegovina  Georgia  Iceland  Kazakhstan  Kosovo  Kyrgyzstan  North Macedonia  Moldova  Montenegro  Russia  Serbia  South Caucasus  Tajikistan  Turkey  Turkmenistan  Ukraine  Uzbekistan |
| **MIDDLE EAST & NORTH AFRICA**  Algeria  Egypt  Israel  Jordan  Lebanon  Libya  Mauritania  Morocco  Syria  Sudan  Tunisia  The Occupied Palestinian Territories | **WESTERN & SOUTH ASIA**  Afghanistan  Bangladesh  Bhutan  India  Iran  Iraq  Maldives  Nepal  Oman  Pakistan  Seychelles  Sri Lanka  Yemen |
| **ASEAN & OCEANIA**  Brunei  Cambodia  Indonesia  Laos  Malaysia  Myanmar  New Zealand  Pacific Islands  Philippines  Palau  Singapore  Thailand  Timor Leste  Vietnam | **EAST ASIA**  China  DPRK  Japan  Mongolia  Republic of Korea  Taiwan  Hong Kong |
| **CENTRAL AND NORTH AMERICA**  Belize  Canada  Costa Rica  El Salvador  Guatemala  Honduras  Mexico  Nicaragua  Panama | **SOUTH AMERICA**  Argentina  Bolivia  Brazil  Colombia  Chile  Ecuador  Guyana  Paraguay  Peru  Suriname  Uruguay  Venezuela |
| **CARIBBEAN & THE BRITISH OVERSEAS TERRITORIES**  Bahamas  Barbados & Eastern Caribbean  Cuba  Dominican Republic  Haiti  Jamaica  Trinidad & Tobago  The British Overseas Territories |  |