

# VACANCIES

## EXAMINATION PERSONNEL FOR THE 2024 EXAMINATION CYCLE (ALL EXAMINERS AND MODERATORS)

### A. JUNIOR CERTIFICATE EXAMINATIONS (JCE) AND BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION (BGCSE) MODERATORS /PRACTICAL EXAMINERS - 2024

#### JCE MODERATORS/PRACTICAL EXAMINERS

**Ref: EAC- JCE BEC 7/2/7 II**

Applications are invited from suitably qualified candidates for appointment as external Moderators and practical examiners for the syllabus listed below for 2024 JCE.

**Practical Examinations**

- Home Economics 21/2
- French 32/3
- Music 34/3

**Centre Moderation**

- Agriculture 16/3
- Design and Technology 17/3

**Central Moderation**

- Commerce and Office Procedures 25/3
- Commerce and Accounting 26/3

**Validation/Verification (Central Place)**

*(Only Moderators who had been appointed at Team Leader level in the past examination series are required to apply for this type of moderation)*

- Home Economics 21/3
- Art 33/3
- Music 34/4
- Physical Education 35/2

*Applicants must be practicing Teachers / Lecturers/ Education Officers in the preferred syllabus. They should also indicate their preferred syllabuses provided they have teaching experience in those syllabuses.*

#### POSITION REQUIREMENTS

**Qualification**

A minimum of a Diploma in Secondary Education or equivalent in the preferred syllabus.

**Experience**

A minimum of five (5) years continuous teaching experience in the preferred syllabus. Previous experience as a JCE Examiner/Moderator will be an added advantage.

**Competencies**

- Accountability
- Attention to detail
- Good interpersonal and communication skills
- Results oriented.

#### BGCSE MODERATORS/PRACTICAL EXAMINERS

**Ref: EAC- BGCSE BEC 7/3/5 II**

Applications are invited from suitably qualified candidates for appointment as external moderators/practical examiners for the syllabuses listed below for 2024 BGCSE examinations.

**Practical Examinations**

- Food and Nutrition 0611/02
- Music 0617/02
- Hospitality & Tourism Studies 1254/02

**Centre Moderation**

- Art & Design 0596/05
- Design & Technology 0595/02
- Home Management 0613/02
- Hospitality & Tourism Studies 1254/03
- Animal Production 1255/03
- Field Crop Production 1256/03
- Horticulture 1257/03

**Central Moderation**

- Music 0617/03
- Fashion and Fabrics 0612/02

**Validation/Verification (Central Place)**

*(Only Moderators who had been appointed at Team Leader level in the past examination series are required to apply for this type of moderation)*

- Physical Education 0616/02
- Development Studies 0586/03
- Agriculture 0599/03
- Computer Studies 0597/03

*Applicants must be practicing Teachers/Lecturers/Education Officers in the preferred syllabus. They should also indicate their preferred syllabuses provided they have teaching experience in those syllabuses.*

#### POSITION REQUIREMENTS

**Qualifications**

A minimum of Bachelor's Degree in Education or Bachelor's Degree with a professional teaching qualification (PGDE) or equivalent relevant to the preferred syllabus as well as having passed the training to be an examiner or moderator. A Master's Degree in Education will be an added advantage.

**Experience**

At least three (3) years continuous teaching experience at BGCSE level relevant for the preferred syllabus or at institutions that prepare students for higher qualifications. Experience in moderation/practical examination will be an added advantage.

**Competencies**

- High level of accountability
- Attention to detail
- Good interpersonal and communication skills
- Results oriented

Please note that the application process will be done through online platforms only.

#### INSTRUCTIONS ON HOW TO APPLY:

**EXAMINING PERSONNEL FROM PREVIOUS EXAMINATION CYCLE**

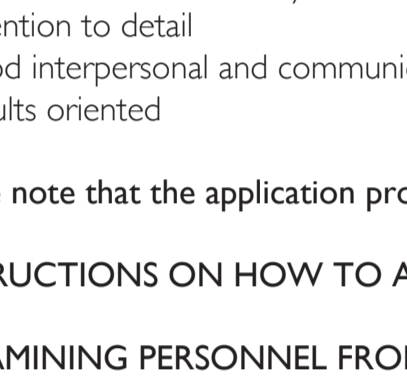
Examining Personnel who were engaged in the previous examination cycle, will receive a message prompting them to apply using the steps below.

1. The applicant will be sent an SMS prompting them to apply. The message will contain a line which reads **APPLY** followed by an application number, e.g. **APPLY 12345**.

**Note:** The **APPLICATION NUMBER** is unique to your application and will be part of the SMS sent to you. If you do not receive an SMS by **15 March 2024**, please contact BEC-Examination Personnel Unit at **3650783/ 3650786** or tollfree **0800601025**.

2. Once you have received the message, send **APPLY** followed by your **APPLICATION NUMBER** to **16688**.

3. See further illustration below:



**N.B:** 12345 in this case has been used as an example, kindly use the unique **APPLICATION NUMBER** sent to you through the SMS. (There should be a space between **APPLY** and your **APPLICATION NUMBER**)

4. You will receive an acknowledgement of your application via SMS. The acknowledgement **ONLY** indicates that your application has been received or recorded and it should **NOT** be misconstrued to indicate appointment. To update or make any changes to your personal details, e.g. **school, banking details**, please visit the link that will be sent with the acknowledgement and wait for One Time Pin (OTP), which will be your password.

Further communication will follow once the recruitment process has been completed.

**NB:** Failure to receive the acknowledgement SMS within **two (2) days** means your application has not been received or recorded so you must TRY again or call BEC at **3650783/3650786** if the problem persists.

**FIRST TIME OR OTHER INTERESTED EXAMINING PERSONNEL**

1. Visit our web page at <http://becweb.bec.co.bw/EXAMINERS>
2. Go to "I want to Apply" and follow the prompts.

For further enquiries please contact the Examinations Personnel Team at: **3650783/ 3650786** or tollfree **0800601025**.

The closing date for applications is **05 April 2024, 23:55 pm**.

*We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or which are sent via email, facsimile or received after the closing date will not be considered.*

**ALL APPLICATIONS MUST BE ROUTED THROUGH HEADS OF INSTITUTIONS FOR AUTHORISATION TO BE ENGAGED BY BEC. APPLICATIONS NOT SO ROUTED WILL BE INCOMPLETE AND SHALL NOT BE CONSIDERED.**

### B. PRIMARY SCHOOL LEAVING EXAMINATIONS (PSLE), JUNIOR CERTIFICATE EXAMINATIONS (JCE) & BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION (BGCSE) EXAMINERS - 2024

#### I.) PSLE EXAMINERS

**(Ref: EAC- PSLE 7/1/I III)**

Applications are invited from suitably qualified candidates who wish to mark examinations scripts for the 2024 Primary School Leaving Examinations (PSLE).

**Position Requirements**

**Qualifications**

A minimum of a recognized Primary Training Certificate, equivalent or higher qualification.

**Experience**

At least five (5) years continuous teaching experience in a primary school. Specialization in teaching Agriculture and languages would be preferable. Experience in marking Primary School Leaving Examinations will be an added advantage.

**Competencies**

- Good interpersonal and communication skills
- Demonstrated record of attainment in the subject
- High level of accountability
- Attention to detail
- Results oriented

Applicants must be practicing Teachers / Lecturers/ Education Officers in the preferred syllabus. They should also indicate their preferred syllabuses provided they have teaching experience in those syllabuses.

#### II.) JCE EXAMINERS

**Ref: EAC- JCE 7/2/I IV)**

Applications are invited from suitably qualified candidates who wish to mark examinations scripts for the 2024 Junior Certificate Examinations (JCE).

**Position Requirements**

**Qualifications**

A minimum of a Diploma in Secondary Education or any post Senior Secondary qualification in the syllabuses.

**Experience**

At least five (5) years continuous teaching experience in the syllabuses. Experience in marking Junior Certificate Examination will be an added advantage.

**Competencies**

- Good interpersonal and communication skills
- Demonstrated record of attainment in the subject
- High level of accountability
- Attention to detail
- Results oriented

Applicants must be practicing Teachers / Lecturers/ Education Officers in the preferred syllabus. They should also indicate their preferred syllabuses provided they have teaching experience in those syllabuses.

#### III.) BGCSE EXAMINERS

**Ref: EAC- BGCSE 7/3/I IV)**

Applications are invited from suitably qualified candidates who wish to mark examinations scripts for the 2024 Botswana General Certificate of Secondary Education (BGCSE).

**Position Requirements**

**Qualifications**

A minimum of Bachelor's Degree in Education or Bachelor's Degree with a professional teaching qualification (PGDE) or equivalent. A Master's Degree in Education will be an added advantage.

Successful applicants must have been trained and passed as Examiners in the syllabus they wish to apply for.

**Experience**

At least two (2) years continuous teaching experience in the syllabus. Experience in marking BGCSE national examinations will be an added advantage.

E-Marking Components		Conventional Marking Components	
English Language	0561/02	English Language	0561/01
Mathematics	0563/01	Setswana	0562/01
Mathematics	0563/02	Setswana	0562/02
Science Single Award	0568/03	Setswana	0562/03
Science Double Award	0569/03	Mathematics	0563/03
Science Double Award	0569/04	Physics	0571/04
Chemistry	0570/03	Physics	0571/05
Chemistry	0570/04	Biology	0571/05
Chemistry	0570/05	Human & Social Biology 2	0572/03
Physics	0571/03	History	0583/01
Biology	0572/04	History	0583/02
Biology	0572/05	Geography	0584/01
Social Studies	0585/01	Geography	0584/02
Social Studies	0585/03	Geography	0584/03
Religious Education	0588/01	Social Studies	0585/02
Design and Technology	0595/01	Development Studies	0586/01
Commerce	0598/02	Development Studies	0586/02
Commerce	0598/03	Literature in English	0587/01
Food and Nutrition	0611/01	Religious Education	0588/02
Fashion and Fabrics	0612/01	Art and Design	0596/01
Home Management	0613/01	Art and Design	0596/02
Accounting	0614/01	Art and Design	0596/03
Accounting	0614/02	Computer Studies	0597/01
Business Studies	0615/01	Computer Studies	0597/02
Business Studies	0615/02	Agriculture	0599/01
Physical Education	0616/01	Animal Production	1255/02
Music	0617/01	Field crop production	1256/02
Hospitality & Tourism studies	1254/01	Horticulture	1257/02
Animal Production	1255/01		
Field crop production	1256/01		
Horticulture	1257/01		

- Good interpersonal and communication skills
- Demonstrated record of attainment in the subject
- High level of accountability
- Attention to detail
- Results oriented

**PLEASE NOTE THAT THE APPLICATION PROCESS WILL BE DONE THROUGH ONLINE PLATFORMS ONLY.**

#### INSTRUCTIONS ON HOW TO APPLY FOR EXAMINERS FOR PSLE/JCE/BGCSE:

**EXAMINING PERSONNEL FROM PREVIOUS EXAMINATION CYCLE**

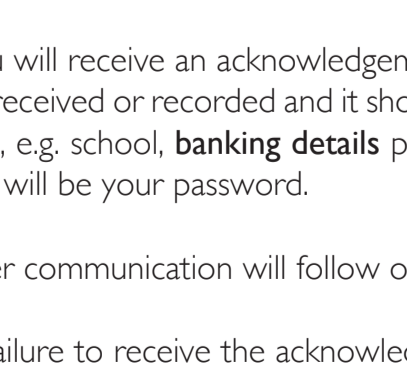
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The closing date for applications is **5 April 2024, 23:55 pm**.

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