



# VACANCIES

## 2024 REGIONAL EXAMINATIONS ADMINISTRATORS (REA'S)

### REF: BEC 7/3/12 I

Applications are invited from suitably qualified retired:

- Teachers
- Lectures
- School/Deputy Heads
- Education Officers

Successful applicants will be required to oversee the conduct of examinations to ensure compliance with BEC examination rules and regulations in the primary and secondary schools' country wide.

### POSITION REQUIREMENTS

#### Qualification

A minimum of Diploma in Education for those applying for PSLE, Bachelor's Degree in Education or Bachelor's Degree with a professional teaching qualification (PGDE) for those applying for JCE and BGCSE. A Master's Degree in Education will be an added advantage.

#### Experience

At least ten (10) years teaching experience at either PSLE/JCE/BGCSE level and must be aged 65 years or below. Experience at School/Institutional Management level or supervision on national examinations will be an added advantage.

#### Competencies:

- High level of accountability
- Proficiency in working with numbers
- Attention to detail
- Good interpersonal and communication skills
- Customer focused
- Results oriented
- Ability to work under pressure.

Short-listed applicants will be expected to go through training/orientation arranged by BEC or its representatives to familiarize them with expectations of the assignment and documents to be used during the overseeing the conduct of examination. Successful candidates will be based in regions and will be expected to travel to centres outside their place of residence.

Suitably qualified candidates should quote the title and the reference number of the position and submit the following: typed application letter, updated curriculum vitae, and names of two (2) referees, certified copies of certificates, transcripts, and Omang to [examinationspersonnel@bec.co.bw](mailto:examinationspersonnel@bec.co.bw).

The letter shall be addressed to:

**Chief Executive Officer**  
Botswana Examinations Council  
Private Bag 0070, Plot 54864, KT Motsete Road,  
Gaborone, Telephone No: 365 0700

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

*We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or sent by fax or any means other than the supplied e-mail will not be considered.*