

VACANCIES

2022 BGCSE INVIGILATORS - PRIVATE CENTRES

(REF: EAC BEC: 7/3/1 III)

Applications are invited from suitably qualified individuals who wish to invigilate the 2022 BGCSE Examinations in the October/November session in BEC Private Centres. Invigilators will be required to prepare for and supervise live examinations with strict adherence to the Regulations governing the Conduct of examinations to ensure credible examination process.

Successful individuals will be posted to anyone of the BEC centres in the following Cities/Towns and Villages depending on availability at the level they applied for; **Gaborone, Francistown, Serowe, Kasane, Mahalapye, Palapye, Maun, Lobatse, Selibe Phikwe, Tlokweng, Letlhakane, Bobonong and Ghanzi.**

POSITION REQUIREMENTS

Qualification

A minimum of a Diploma in Teaching, Public Administration, and Human Resource Management, Social Work or any other related field.

Experience

Invigilators

Previous experience in invigilation of National or International examinations at primary, secondary or tertiary level for BEC or other reputable organisations is required. Teaching experience will be an added advantage.

Senior/ Chief Invigilators

Previous experience in supervision of the invigilation of National or International examinations at primary, secondary or tertiary level for BEC or similar examinations is required.

Duties/ Responsibilities:

Successful applicants will;

1. Ensure that examination rooms are prepared for the candidates to write the examinations; as per the Guidelines on Conduct of Examinations provided by BEC
2. Ensure that examinations are written under a conducive environment; clean rooms, no external noise, sessions are timed correctly, properly account for examination materials etc. as specified in the Guidelines for Conduct of Examinations
3. Ensure that each candidate is provided with adequate examination materials appropriate for each Syllabus component
4. Ensure that no acts of malpractice or maladministration occur; candidates do not copy, collude or cheat in any way
5. Conduct themselves in a professional manner at all times during the examination and handle candidate's queries promptly and with sensitivity.

2022 Cambridge Assessment International Education Examinations Invigilators

(REF: BEC 7/4/7 II)

Applications are invited from suitably qualified individuals who wish to invigilate the 2022 Cambridge International and University of London International Examinations **October/November 2022 series. The required invigilators are for the Gaborone Centre only.** Invigilators will be required to prepare for and supervise live examinations to ensure that candidates write examinations under a conducive, free and fair environment.

POSITION REQUIREMENTS

Qualifications

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

Experience

Invigilators

Previous experience in invigilation of the external examinations or any international examinations or similar examinations. Kindly indicate any teaching experience, the number of years of invigilation and level of examination invigilated.

Senior/ Chief Invigilators

Previous experience in supervision of the invigilation of examinations for BEC, international examinations or similar examinations is required.

Duties/ Responsibilities:

Successful applicants will;

1. Ensure that examination rooms are prepared for the candidates to write the examinations as per the BEC Guidelines on Conduct of Examinations and the respective examination body's guidelines
2. Ensure that examinations are written under a conducive environment; clean rooms, no external noise, sessions are timed correctly, properly account for examination materials etc
3. Ensure that candidates are aware of the rules and regulations governing the conduct of examinations and abide by them
4. Ensure that each candidate is provided with adequate examination materials appropriate for each subject
5. Ensure that no acts of malpractice or maladministration occur; candidates do not copy, collude or cheat in any way
6. Conduct themselves in a professional manner at all times during the examination and handle candidate's queries promptly.

Short-listed applicants will be expected to go through training/ orientation arranged by BEC or its representatives to familiarise them with expectations of the assignment and documents to be used during the examination.

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 recruitment@bec.co.bw on or before the close of business on the **9th September 2022.**

The letter shall be addressed to:

The Director, Human Resources
Botswana Examinations Council
Plot 54864, KT Motsete Road, P/Bag 0070,
Gaborone, Telephone No: 365 0700

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.