



# VACANCIES

Botswana Examinations Council (BEC) is mandated under Section 5 of the Botswana Examinations Council Act CAP 58:03 (as Amended by BEC Amendment Act No. 19 of 2020) to manage and conduct examinations and assessment in general education and Technical and Vocational Education and Training (TVET). BEC has developed a new strategy and consequently, a new structure that is aligned to the strategy.

The organisation wishes to attract into the following positions, result oriented professionals, with solid leadership experience, who are driven by a passion for excellence.

## I. MARKING MODERATION AND GRADING OFFICER I (MUSIC)

### Main Purpose of The Job

Provide technical and administrative assistance to the team during moderation, standardisation, marking, re-marking, and grade review activities.

### Position Requirements

#### Key performance areas:

- Dissemination of assessment guides and marking schemes to moderators and markers.
- Day to day liaison with external moderators and markers to address any queries that they may have.
- Provide clerical support to internal committees set up.
- Liaison with Materials Management team for script selection and the Printing and Logistics team to facilitate the moderation and marking exercises.
- Conduct of external moderation in sample of centres pre-exams, during live exams and post exams.
- Closely monitor the daily achievements of moderation and marking quotas and report to the Executive in case there are any delays.
- Address any queries that Data Management may have during compilation of assessment results.
- Collate data, including exam results, report grades, attendance figures and other specific areas, as per the requirements of the Executive for analysis and reporting.
- Compile and consolidate performance ratings of external assessment personnel recruited for moderation and marking, based on the outcome of performance appraisals.

#### Qualification & Experience:

- At least a Degree in Educational Management or a relevant field from a recognised institution.
- At least 4 years' experience post-qualification of which 2 years should have been at junior professional/ technician level or its equivalent.

#### Key Competencies:

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving

## 2. MARKING MODERATION AND GRADING OFFICER I (AGRICULTURE)

### Main Purpose of The Job

Provide technical and administrative assistance to the team during moderation, standardisation, marking, re-marking, and grade review activities.

### Position Requirements

#### Key performance areas:

- Dissemination of assessment guides and marking schemes to moderators and markers.
- Day to day liaison with external moderators and markers to address any queries that they may have.
- Provide clerical support to internal committees set up.
- Liaison with Materials Management team for script selection and the Printing and Logistics team to facilitate the moderation and marking exercises.
- Conduct of external moderation in sample of centres pre-exams, during live exams and post exams.
- Closely monitor the daily achievements of moderation and marking quotas and report to the Executive in case there are any delays.
- Address any queries that Data Management may have during compilation of assessment results.
- Collate data, including exam results, report grades, attendance figures and other specific areas, as per the requirements of the Executive for analysis and reporting.
- Compile and consolidate performance ratings of external assessment personnel recruited for moderation and marking, based on the outcome of performance appraisals.

#### Qualification & Experience:

- At least a Degree in Educational Management or a relevant field from a recognised institution.
- At least 4 years' experience post-qualification of which 2 years should have been at junior professional/ technician level or its equivalent.

#### Key Competencies:

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving

## 3. MARKING MODERATION AND GRADING OFFICER I (HOME ECONOMICS)

### Main Purpose of The Job

Provide technical and administrative assistance to the team during moderation, standardisation, marking, re-marking, and grade review activities.

### Position Requirements

#### Key performance areas:

- Dissemination of assessment guides and marking schemes to moderators and markers.
- Day to day liaison with external moderators and markers to address any queries that they may have.
- Provide clerical support to internal committees set up.
- Liaison with Materials Management team for script selection and the Printing and Logistics team to facilitate the moderation and marking exercises.
- Conduct of external moderation in sample of centres pre-exams, during live exams and post exams.
- Closely monitor the daily achievements of moderation and marking quotas and report to the Executive in case there are any delays.
- Address any queries that Data Management may have during compilation of assessment results.
- Collate data, including exam results, report grades, attendance figures and other specific areas, as per the requirements of the Executive for analysis and reporting.
- Compile and consolidate performance ratings of external assessment personnel recruited for moderation and marking, based on the outcome of performance appraisals.

#### Qualification & Experience:

- At least a Degree in Educational Management or a relevant field from a recognised institution.
- At least 4 years' experience post-qualification of which 2 years should have been at junior professional/ technician level or its equivalent.

#### Key Competencies:

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving

If you meet the above requirements please enclose your application letter, updated curriculum vitae with three (3) traceable referees, certified Omang and certified certificates and address your application to:

The Director Human Capital  
Private Bag 0070  
Gaborone

And e-mail applications to [recruitment@bec.co.bw](mailto:recruitment@bec.co.bw)

Kindly indicate the position you are applying for in the subject. We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or received after the closing date will not be considered. The closing date for applications is the **20<sup>th</sup> September 2024 at 16:30 pm**.