

# VACANCIES

## Examination Personnel For 2024 Examination Series (Checkers & Invigilation Personnel)

### A.) 2024 PSLE/JCE/BGCSE CHECKERS

**REF: BEC - BGCSE 7/3/I IV**

Applications are invited from suitably qualified **unemployed** candidates who wish to provide support services during the marking exercise by clerically checking the work of examiners for the 2024 Primary School Leaving Examinations (PSLE), Junior Certificate Examinations (JCE) and Botswana General Certificate of Secondary Education (BGCSE) qualifications.

#### POSITION REQUIREMENTS

##### Qualification

A minimum of Diploma in any tertiary education is required.

##### Experience

No experience is required. Experience in checking the national examinations will be an added advantage.

##### Competencies:

- Proficiency in working with numbers
- Communications skills
- Customer focused
- Attention to detail
- Results oriented
- Ability to work under pressure.

#### INSTRUCTIONS ON HOW TO APPLY: CHECKERS

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

##### Please pay attention to the following;

On the authorisation page (the first screen)

3. Select the level you are applying for
4. Input your Omang number
5. Select your centre as "Other institutions not listed here" and indicate (type) "None" as "Name of Institution"
6. Copy the "Form ID" from the Authorisation form to use on the second screen

##### On the Apply here page (the second screen)

7. Select "Other" as Designation type
8. If you do not have a bank account SELECT "BEC Bank Gaborone Branch" and indicate (type) "0000" as Account Number
9. Indicate (type) "Form ID" as it appears on the Authorisation form

For further enquiries please contact the Examinations Personnel Team on 3650786/3650783 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.*

### B.) 2024 BGCSE INVIGILATORS - BEC PRIVATE CENTRES

**REF: BEC - BGCSE 7/3/4 II**

Applications are invited from suitably qualified individuals who wish to invigilate the 2024 BGCSE October/November Exam 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/ Villages** depending on availability at the level they applied for; **Gaborone, Francistown, Serowe, Kasane, Mahalapye, Palapye, Maun, Lobatse, Selibe Phikwe, Letlhakane, Bobonong, Ghanzi and Kanye.**

#### POSITION REQUIREMENTS

##### Qualifications

A minimum of Diploma in any tertiary education is required.

##### Experience

##### Invigilators

No experience is required. Previous experience in invigilation of National or International examinations at primary, secondary or tertiary level for BEC or other reputable organizations is an added advantage.

##### Senior/Chief Invigilators

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

##### Competencies:

- Proficiency in working with numbers
- Communications skills
- Customer focused
- Attention to detail
- Results oriented
- Ability to work under pressure.

#### INSTRUCTIONS ON HOW TO APPLY: BGCSE INVIGILATORS – PRIVATE CENTRES

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

##### Please pay attention to the following;

On the authorisation page (the first screen)

3. Select the level you are applying for
4. Input your Omang number
5. Select your centre as "Other institutions not listed here" and indicate (type) City/Town/Village as "Name of Institution". (Indicate either, **Gaborone, Francistown, Serowe, Kasane, Mahalapye, Palapye, Maun, Lobatse, Selibe Phikwe, Letlhakane, Bobonong, Ghanzi or Kanye.**)
6. Copy the "Form ID" from the Authorisation form to use on the second screen

##### On the Apply here page (the second screen)

7. Select "None" as syllabus and component
8. Select "Other" as Designation type
9. If you do not have a bank account SELECT "BEC Bank Gaborone Branch" and indicate (type) "0000" as Account Number
10. Indicate (type) "Form ID" as it appears on the Authorisation form

For further enquiries please contact the Examinations Personnel Team on 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.*

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

### C.) 2024 CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION EXAMINATIONS INVIGILATORS

**REF: BEC - CIE 7/4/7 III**

Applications are invited from suitably qualified individuals who wish to invigilate the 2024 Cambridge International and University of London International Examinations – **May/June** and **October/November** series for the BEC Centres. Invigilators will be required to prepare for and supervise live examinations to ensure that candidates write examinations under a conducive, free and fair environment. **The required invigilators are for the Gaborone and Francistown Centres only.**

#### POSITION REQUIREMENTS

##### Qualifications

A minimum of Diploma in any tertiary education is required.

##### Experience

##### Invigilators

No experience is required. Previous experience in invigilation of National or International examinations at primary, secondary or tertiary level for BEC or other reputable organizations is an added advantage.

##### Senior/ Chief Invigilators

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

##### Competencies:

- Proficiency in working with numbers
- Communications skills
- Customer focused
- Attention to detail
- 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 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 [examinationspersonnel@bec.co.bw](mailto:examinationspersonnel@bec.co.bw).

The letter shall be addressed to:

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

The closing date for applications is **29 March 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.*