

EMPLOYMENT OPPORTUNITIES

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).

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

I. HEAD- RELATIONS MANAGEMENT (5 YEARS CONTRACT)

MAIN PURPOSE OF THE JOB

Oversee, manage, plan, organise, and coordinate the external relations of BEC with its learners, centres, ETPs, external assessment personnel, Unions. Oversee and manage a Training and Professional Development cell within the department. Expertly guide the work of own team, steer them towards effective delivery of the Department's mandate and achievement of its goals, and ensure optimal use of all resources within the Department.

Key Performance Areas

- Develop policies, procedures, processes and guidelines for the effective management of external stakeholder relations
- Ensure implementation of and compliance to these policies, procedures, processes and guidelines
- Ensure that all operations and activities under own supervision comply with all applicable codes, rules and regulations
- Advise BEC on all relational issues with its key external stakeholders
- Develop departmental strategies and plans in line with corporate goals
- Monitor the realisation of departmental policies, plans and targets
- Budgeting in line with priorities of the department
- Budget management and control in order to optimise returns on expenditures and support the department's strategy
- Periodic reporting of performance against plans and targets to EMT/Council
- Adapt services to suit new or changing organisational needs and operations
- Build, lead and motivate subordinates to advance into a high performing team
- Ensure that the team carries out their assignments freely, unbiased, objectively and professionally, and that they adhere to relevant legal and regulatory guidelines and in-house and standards policies in the conduct of their duties
- Build positive workplace and team culture within the Department
- Effective implementation of BEC's HR policies and practices in the Department
- Within delegated authority and under the guidance and assistance of Human Capital, be responsible for recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising own staff in accordance with BEC's HR policies and strategies
- Serve on relevant internal / external committee or working group as required, and ensure that the following secretarial support is provided as needed: organising meetings, taking records of the meetings, follow up on implementation of Committee decisions and drafting

reports as directed by Committee.

- Research trends in own discipline, benchmark and promote awareness and application of best practices within BEC

Qualifications and Experience

At least a Master's degree in Educational Management or a relevant field, from a recognised institution. At least ten (10) years of experience post-qualification, including a minimum of four (4) years in a middle management position, with experience in developing and managing budgets, hiring, training, developing, supervising and appraising personnel.

Key Competencies

- Communication
- Conflict management
- Decision-making
- Interpersonal
- People management
- Mentoring / coaching
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving
- Strategic planning and execution
- Team building

2. MARKING, MODERATION AND GRADING EXECUTIVE (DESIGN AND TECHNOLOGY)

MAIN PURPOSE OF THE JOB

Coordinate the pre-, during and post-exams moderation of formative and summative assessments to ensure that assessments are marked in an academically rigorous manner with reference to agreed marking criteria. Coordinate the marking of assessments whilst ensuring that marking is consistent, fair, and to the required standard. Coordinate the setting of grades and grade boundaries after all the marking has been done using a mixture of statistical evidence and expert judgement.

Key Performance Areas:

- Develop and disseminate assessment guides for moderation, marking schemes and explanatory marking notes
- Select best practice moderation methods and marking strategies
- Develop plan and schedule for recruitment of external moderators and markers, and submit to Relations Management
- Ensure that all logistics for moderation, marking and grade review are organised and scripts are selected by Assessment Administration
- Train and facilitate discussions with external moderators and markers
- Provide expert advice to moderators and markers
- Guide officers to monitor moderators and markers
- Evaluate the performance of moderators and markers
- Prepare reports on moderation and marking activities
- Coordinate the provision of secretarial services to committees
- Supervise the compilation and ratification of assessment results
- Coordinate the handling of appeals from candidates for re-marking
- Supervise the re-marking of scripts and modification of results as required
- Work with the Head and external experts if required for the determination and agreement of the grade boundaries
- Application of grade boundaries to award a grade to

- each candidate
- Issue grades (and detailed results) and submit to Relations Management for publication and dissemination
- Implement guidelines, procedures and standards as they have been set, and collaborate with the Compliance/Audit/Quality team during their periodic review
- Proactively anticipate and implement alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise

Qualifications & Experience:

At least a Degree in Educational Assessment / Management or a relevant field from a recognised institution. A Master's degree will be an added advantage. Minimum six (6) years relevant experience of which three (3) years should have been at professional level or its equivalent. Must also have some supervisory experience

Key Competencies:

- Communication
- Interpersonal
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving

3. SPECIAL NEEDS EXECUTIVE

MAIN PURPOSE OF THE JOB

Responsible for coordinating the application of special considerations in the design and development of assessment papers, as well as the marking, moderation and grading process, with a view to ensure that candidates with special needs are treated fairly and objectively.

Key Performance Areas:

- Develop and continuously review procedures and guidelines for design of assessment papers for candidates with special needs
- Provide inputs to the development and review of strategy, policy, procedures, processes, rules, regulations and standards for the department
- Forecast and estimate the population of special needs candidates for planning purposes
- Advise the Head on the accessibility considerations for the design of assessments for candidates with special needs and the kinds of exemptions that may be required depending on the nature of disabilities of the candidates with special needs
- Participate in forums at the level of the parent ministry and provide inputs on the need for accessibility and inclusion within the context of syllabus design
- Participate as a member in the committee / panel for review of applications submitted for exemptions by special needs candidates and for annotation of certificate awarded
- Work and coordinate with external specialists to adapt the design of assessment papers and format of assessments according to the disability types of special needs candidates.
- Implement procedures to ensure reliability between the original version and the modified version of the test items in the assessment papers
- Provide technical advice to Subjects Specialists during marking, grading and grade review for approval of adjustments of candidates' marks and grades based on exemptions and waivers granted to them
- Investigate alternative modes of assessment that can validly assess the skills and competencies of candidates with special needs
- Be responsible for procuring external specialist services as required for special needs related activities, in close collaboration with Procurement.

- Follow security guidelines and procedures to ensure safe custody and handling of assessment materials
- Implement guidelines, procedures and standards as they have been set, and collaborate with the Compliance/Audit/Quality team during their periodic review
- Proactively anticipate and implement alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise

Qualifications & Experience:

At least a Degree in Educational Management or a relevant field from a recognised institution, in addition Certification in assessment for candidates with special needs. A Masters will be an added advantage. Minimum of six (6) years relevant experience of which three (3) years should have been at professional level or its equivalent.

Key Competencies:

- Communication
- Interpersonal
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving

If you meet the above requirements please submit your cover letter; updated curriculum vitae with three (3) traceable referees, certified Omang and certified academic certificates to recruitment@bec.co.bw, applications should be addressed to

The Director Human Capital

Botswana Examinations Council
Private Bag 0070
Gaborone

Kindly indicate the position you are applying for in the subject of the email. 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: 14th May 2025.