



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). BEC has developed a new strategy and consequently, a new structure that is aligned to the strategy.

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

I. Legal Services Officer I

Main Purpose of the Job

Provide all the necessary administrative support to the Head in discharging his/her function as the Board Secretary to the Council and its sub-committees. Assist in performing substantive legal work.

POSITION REQUIREMENTS

Key Performance Areas

- Provide members of the BEC's governing bodies the information necessary for them to fulfil their responsibilities as well as governance documents
- Respond to legitimate requests for information, assistance, and advice from the Council members
- Organisation of Council / committee meetings, drafting of agendas, minuting of board / committee meetings and Board resolutions
- Coordinate the organisation of various Council committees
- Coordinate the organisation of induction and continuous professional development of members
- Maintain register of members and membership details
- Keep and maintain a safe and secure repository for information on all matters relating to the Council and its Committees
- Coordinate the organisation of Council Performance Assessments
- Provide administrative and technical support for election of members
- Prepare committee papers and presentations and submit for review by the Head
- Continuously evaluate governance risks and record in the risk register
- Assist with the drafting of draft standard legal documents and forms such as correspondence, legal memos, agreements, leases, contracts, pleadings, briefs etc.
- Conduct extensive legal research to support the work of the Department
- Prepare information to be used in answering legal questions or queries
- Prepare, organise, analyse, and process legal documents, records and other evidence
- Monitor the legal library, and ensuring the texts are up to date
- Maintain databases and records of legal documents

Qualifications and Experience

At least a Degree in Law from a recognised institution. At least four (4) years relevant experience of which two (2) years should have been at junior professional/ technician level or its equivalent

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)
- Project / contract / procurement management
- Research, critical thinking, analytical & problem-solving
- Strategy and policy development
- Team building

2. Centre Quality Assurance Executive

Main Purpose of the Job

Reviews and prepares regulatory documents that ensures compliance to standards, policies, procedures and guidelines in the conduct of BEC examinations. Guides centres on the standards for the conduct of examinations and assessment. Provides assurance on centre preparedness to administer examinations according to laid out regulations. Coordinates the investigations of malpractice cases to uphold integrity of examinations.

POSITION REQUIREMENTS

Key Performance Areas

- Co-ordinates the development and review of rules, regulations, standards and practices governing the conduct of assessments in the centres; and ensure that these are appropriately communicated to centres as per the annual timetable
- Conduct inspections and prepares reports for the Manager to determine awarding of centre status to new institutions wanting to be an assessment centre
- Investigate cases of non-compliance and maladministration reported by the inspection team and recommends appropriate actions as laid out in the procedures
- Supervises the conduct of inspection of centres conducting examinations from BEC
- Prepares annual post exam centre compliance and quality assurance report
- Provide feedback to centres at the end of every examination cycle to ensure continual improvement
- Co-ordinate and lead training workshops for chief invigilators before the conduct of examinations.
- Liaise with Material management and Printing logistics to resolve shortcomings experienced by centres during the conduct of examination
- Co-ordinate with Relations Management Unit on the recruitment, selection and appraisal of external personnel monitoring the conduct of examinations.
- Research and apply best practices in conduct of examinations, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Participate in activities conducted by Assessment Compliance and other audit activities to ensure audit findings related to the conduct of examinations are resolved

Qualifications and Experience

At least a Degree in Educational Management or a relevant field from a recognised institution. Certification in assessment administration. A Masters Degree 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, including supervisory experience.

Key Competencies

- Communication
- Interpersonal
- Mentoring and coaching
- Negotiation, networking & relationship building
- Research, critical thinking, analytical & problem-solving
- Supervisory

3. Printing and Logistics Officer I

Main Purpose of the Job

Plan, coordinate and supervise printing and logistics services for the administration of assessments at different assessment levels in accordance with established procedures, standards and guidelines. Supervise the work of a team working underneath this position

POSITION REQUIREMENTS

Key Performance Areas

- Plan and organise the following activities under the guidance of the Manager:
- Draw annual exam admin schedules for review by the Manager
- Communicate procedures to all assessment personnel under his/her portfolio
- Printing of assessment papers, stationery and supporting materials
- Receive and store assessment papers and materials, and verification
- Draft guidelines for administration of assessment and submit for review to the Head
- Facilitate training of invigilators, moderators, markers, etc. on the examination administration procedures
- Plan and execute deployment of invigilators, moderators, markers, etc. in line with staffing requirements for the whole assessment cycle
- Find and organise suitable venues for assessments of private candidates
- Organise transport and logistics for pre-exam centre inspections
- Prepare guideline for physical arrangement of assessment rooms in the centres
- Organise transport and logistics for live exams centre inspections
- Organise transport for movement of scripts to marking venues post-exams
- Select and prepare marking venues
- Liaise with the Quality Assurance team for spot inspections of assessment centres during live examinations to ensure compliance to set procedures and regulations
- Facilitate the procurement of printing and logistics services (transport, venues, centres, materials etc.):
- Provide inputs to drafting of ITTs
- Participate in the evaluation committees
- Liaise with service providers / contractors on day-to-day basis
- Closely monitor and report on compliance with SLAs
- Prepare service provider performance report for the Manager
- Liaise with all stakeholders to ensure timely and smooth execution of all assessment related activities
- Participate in appraisals of external assessment personnel
- Follow security guidelines and procedures to ensure safe 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 and Experience

At least a Degree in Educational Management or a relevant field from a recognised institution. Professional Certification- Certification in assessment administration. At least four (4) years' experience post-qualification of which two (2) years should have been at junior professional/ technician level or its equivalent. Some supervisory experience would be an advantage.

Key Competencies

- Communication
- Interpersonal
- Mentoring and coaching
- Networking and relationship building
- Organisational skills (planning, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving
- Supervisory

4. Special Needs Officer I

Main Purpose of the Job

Assist the Executive to make all the logistical necessary arrangements in assessment centres to ensure fair treatment of candidates with special needs

POSITION REQUIREMENTS

Key Performance Areas

- Check and verify all applications for special consideration, access arrangements and modified question papers
- Liaise with Relations Management to register candidates with Special Needs
- Prepare a production schedule for material printing and packaging
- Liaise with Printing and Logistics team to ensure that reasonable accommodations have been made at the level of centres for special needs candidates and that materials are despatched in a timely manner to centres
- Liaise with Assessment Design to ensure that appropriate modifications of question papers and assessment materials have been done
- Facilitate, together with the Executive, the (a) training of assessment centre personnel on the administration procedures, and (b) training of Centre Quality Assurance Officer I on centre inspection with focus on arrangements for candidates with special needs
- Keep inventory record of special needs assessment materials and equipment
- Accompany the Quality Assurance team for spot inspections of assessment centres during live examinations to ensure compliance to set procedures and regulations
- Closely monitor external service providers and report on their compliance with SLAs
- Follow security guidelines and procedures to ensure safe 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
- Research and apply best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as required by the Head and which are commensurate with the grade of the post

Qualifications and Experience

At least a Degree in Educational Management or a relevant field from a recognised institution, Professional Certification-Certification in assessment administration for candidates with special needs. At least four (4) years' experience post-qualification of which two (2) years should have been at junior professional/ technician level or its equivalent.

Key Competencies

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



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5. Certification and Results Officer II

Main Purpose of the Job

Organise the distribution and certification of documents, the replacement of lost or damaged certificates, and resolution of customer queries on certificates for levels 1 to 5 on the NCQF. Assist the Executive with result management for all assessments. Supervise the work of the team of subordinates reporting directly to the position.

POSITION REQUIREMENTS

Key Performance Areas

- Undertake the result management and certification process in accordance with set procedures and guidelines of BEC
- Prepare, print and label certificates
- Liaise with Corporate IT for production of certificates as and when the need arises
- Issue, verify, pack and despatch certificates to centres
- Check with educational institutions that they efficiently and accurately distribute certificates to learners
- Investigate and verify all requests for replacement of lost or damaged certificates, and submit to the Head for approval
- Verify and cross-check through procedures and controls in place that certificates are securely distributed to centres
- Store securely and safely certificates and related stationery
- Conduct inventory control of certificates and related stationery
- Process requests for certification of documentation in accordance with laid down procedures, and submit for approval
- Liaise with Finance for processing of fees received in respect of private candidates and charges for replaced certificates and certification of documentation
- Research on ways to improve security features of certificates
- Bring any reported cases of forged certificates or attempts to the attention of the Executive and the Head for immediate action
- Keep an up to date database of all certificates issued and replaced
- Prepare periodic certification reports and submit to the Executive for review

Qualifications and Experience

At least an Advanced Diploma in Educational Management from a recognised institution. A Degree will be an added advantage. If Diploma: Minimum of four (4) years of relevant post-qualification experience. If Degree: Minimum of two (2) years of relevant post-qualification experience

Key Competencies

- Communication and interpersonal
- Supervisory
- Networking & relationship building
- Organisational skills (planning, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving

6. Maintenance Assistant

Main Purpose of the Job

Perform basic maintenance of buildings, grounds, equipment and other maintenance jobs at BEC that may be required from time to time.

POSITION REQUIREMENTS

Key Performance Areas

- Perform daily and weekly routine checks (building, mechanical, electrical systems) as prescribed by the Supervisor
- Report any problems / maintenance issues where possible repairs / replacements required
- Attend to minor breakdowns / damages and take corrective actions in terms of minor repairs and replacements related to electricals, mechanical units, building, air-conditioners, plumbing etc.
- Undertake minor handypersons duties
- Inform the Supervisor about items needed for minor maintenance work
- Respond to emergency calls
- Report emergencies in case of major faults
- Prioritise work to complete assignments in a timely manner
- Complete daily work record and job assignment form, and maintain accurate records/documentation associated with own work
- Ensure that the equipment used is maintained and can be used/operated at all times, and report any need for repairs/replacement to the Supervisor

Qualifications and Experience

A Certificate in building maintenance from a recognised institution. A Diploma will be an added advantage. At least two (2) years of relevant experience in general maintenance works, preferably in plumbing and electrical works.

Key Competencies

- Communication and interpersonal
- Customer care and service
- Organising and office management
- Record-keeping

7. Finance Assistant

Main Purpose of the Job

To receive cash and issue receipts, process payments and attend to customer queries.

POSITION REQUIREMENTS

Key Performance Areas

- Receives, processes and enters accounting data according to laid down procedures, ensuring accuracy; identifies anomalies and takes appropriate action, including seeking advice to resolve queries.
- Process payments and produce expense/tracking reports.
- Carries out various accounting and mathematical calculations prior to entry of data, for the purpose of checking and verification to ensure accuracy of data.
- Receives monies and issue receipts in accordance with accounting procedures; prepares receipts for banking and credit them to appropriate accounts to minimise risk of mis-postings.
- Ensure the safe custody of cash and daily banking of collections.
- Prepares journals and reconcile accounts. – accruals, prepayment and other adjustments.
- Maintains files, registers, records, vouchers, etc., ensuring that they are properly indexed, cross referenced; opens new files as directed.
- Printing and despatching/issuance of WHT certificates, BURS/WHT consideration and uploading files.
- Investigate and assist in solving both internal and external queries including invoice/claims discrepancies
- Assists in the maintenance assets with physical verification process, verification of stocks, inventory control records and other clerical accounting and processing tasks associated with stock and inventory management.
- Perform any other duties as required by the supervisor and which are commensurable with grade of the post.

Qualifications and Experience

At least a Diploma in Finance/AAT or a relevant field from a recognised institution. A Bachelor's degree will be an added advantage. Studying a professional accountancy certification such as ACCA/BICA or CIMA. If Diploma: Minimum of two (2) years of relevant post-qualification experience. If Degree: Minimum of one (1) year of relevant post-qualification experience

Key Competencies

- Communication and interpersonal
- Customer care and service
- Organising and office management
- Record-keeping
- Telephone etiquette



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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: *21st August 2025*.



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