



EMPLOYMENT OPPORTUNITY

The Botswana Examinations Council (BEC) is mandated under Section 5 of the Botswana Examinations Council Act no 21 of 2019 (Amendment Act) CAP 58:03 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 position, results oriented professionals, with solid leadership experience, who are driven by a passion for excellence.

Manager Centre Quality Assurance

Main Purpose of the Job

Plan, coordinate, manage and organise the quality assurance of assessments in the centres that operate according to BEC's rules, regulations and standards. Quality review of the work of subordinates, manage their efforts and performance.

POSITION REQUIREMENTS

Key Performance Areas

- Work with the Director for the initiation, on-going development and delivery of assessment administration strategy, policy, procedures, processes, rules, regulations and standards
- Oversee 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
- Manage the on-going review of processes to identify potential improvements to maintain exam integrity
- Manage the development and on-going review of procedures to follow in case of any suspected maladministration by the centres
- Develop and maintain strong working relationships with the centres
- Oversee the conduct of inspections to award centre status to new institutions wanting to be an assessment centre
- Plan, coordinate, manage and direct the conduct of inspection of centres operating timetabled examinations
- Ascertain that special exam conditions have been arranged for students with special needs who will be sitting for exams in the centres
- Contribute to planning and budgeting for the department
- Monitor success of plans in achieving the Department's goals and objectives, and periodically report on its achievements to the Director
- Participate in monitoring the Department's operational effectiveness, progress and performance on a regular basis, and propose changes for improvement
- Provide inputs to quarterly budget and performance reports for the Department
- Plan the subordinates' activity and maintain direct oversight on their work

Qualifications and Experience

At least a Degree in Educational Management or a relevant field from a recognised institution. A Masters will be an added advantage. Experience in assessment administration is required.

At least eight (8) years educational assessment experience post-qualification, with practical experience in the management of examination administration and testing procedures in a computerised environment. Must have three (3) years' experience in a line management position.

Key Competencies

- Communication
- Conflict management
- Decision-making
- Interpersonal
- 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
- Team building

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: **24th October 2025.**

