

# VACANCIES

## Invigilation Personnel and Regional Examinations Administrators (REA's) for 2026 Examination Series

### 2026 BGCSE INVIGILATORS – BEC PRIVATE CENTRES

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

Applications are invited from suitably qualified individuals who wish to invigilate the 2026 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 any of the BEC Centres in the following Cities/Towns and Villages depending on availability at the level they applied for; **Gaborone, Francistown, Serowe, Mahalapye, Palapye, Maun, Lobatse, Selibe Phikwe, Lethakane, Bobonong.**

Applicants are required to indicate their choice of place (city/town) where they can secure own accommodation since BEC will not reimburse for accommodation or transport costs incurred.

#### POSITION REQUIREMENTS

##### Qualification

A minimum of Diploma in any tertiary education is required.

##### Experience

##### Invigilators

- No experience is required.
- Previous experience in the invigilation of national or international examinations at primary school, secondary school or tertiary level for BEC or other reputable organisations is an added advantage.

##### Chief Invigilators

- Teaching experience is required.
- Previous experience in the invigilation of national or international examinations at the primary school, secondary school 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 – BEC 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.

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

The closing date for applications is **31 March 2026, 23:55 pm.**

**We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation which are sent via email, facsimile or any means other than the supplied link or received after the closing date will not be considered.**

Short-listed applicants **shall undergo** training/orientation organised by BEC or its representatives to familiarise them with expectations of the assignment and documents to be used during the examination. Applicants shall be expected to attend training in areas of assignment unless otherwise communicated.

### 2026 CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION EXAMINATIONS INVIGILATORS

**REF: BEC - CIE 7/I/I I**

Applications are invited from suitably qualified individuals who wish to invigilate the Cambridge International 2026 **May/June** and **October/November** series. 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. **The required invigilators are for the Gaborone Centre 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 the primary school, secondary school or tertiary level for BEC or other reputable organizations is an added advantage.

##### Senior/Chief Invigilators

- Teaching experience is required.
- Previous experience in the invigilation of national or international examinations at the primary school, secondary school 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 **shall undergo** 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 national identity card (Omang) to [examinationspersonnel@bec.co.bw](mailto:examinationspersonnel@bec.co.bw).

The letter should be addressed to:

**Head Relations Management**  
Botswana Examinations Council  
Private Bag 0070  
Gaborone

The closing date for applications is **31 March 2026, 23:55 pm.**

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### 2025 REGIONAL EXAMINATIONS ADMINISTRATORS (REA'S) – BGCSE

**REF: BEC - 7/3/12 I**

Applications are invited from suitably qualified retired:

- Teachers
- Lecturers
- School/Deputy heads
- Education Officers

Successful applicants will be required to oversee the conduct of examinations to ensure compliance with BEC examination rules and regulations in the primary and secondary schools' country wide.

Applicants are required to indicate their regions of residence where they will be able to provide themselves with accommodation.

#### Available regions are as follows;

- Kgatleng (Mochudi and surrounding villages)
- Ghanzi and surrounding villages
- South - East (Gaborone and surrounding villages)
- Kgalagadi 1 (Tsabong and surrounding villages)
- Kgalagadi 2 (Kang and surrounding villages)
- Kweneng 1 (Molepolole and surrounding areas)
- Kweneng 2 (Lethakeng District Council villages)
- Central 1 (Palapye and Tswapong villages)
- Central 2 (Selibe Phikwe, and Bobirwa villages)
- Central 3 (Serowe and surrounding villages)
- Central 4 (Mahalapye/Shoshong and surrounding villages)
- Central 5 (Orapa and Boteti villages)
- Chobe (Kasane and surrounding villages)
- North East 1 (Francistown and surrounding villages)
- North East 2 (Tutume and surrounding villages)
- North West 1 (Maun and surrounding villages)
- North West 2 (Gumare-Shakawe villages)
- North West 3 (Seronga and surrounding areas)

#### POSITION REQUIREMENTS

##### Qualifications

A minimum of Bachelor's Degree in Education or Bachelor's Degree with a professional teaching qualification (PGDE). A Master's Degree in Education will be an added advantage.

##### Experience

- At least ten (10) years teaching experience at either PSLE/JCE/BGCSE level and must be aged 65 years or below.
- Experience at School/Institutional Management level
- Supervision of national examinations at any level

##### Competencies:

- High level of accountability
- Proficiency in working with numbers
- Attention to detail
- Good interpersonal and communication skills
- Customer focused
- Results oriented
- Ability to work under pressure

##### Job Requirements

- Own a vehicle as BEC may not provide transport for every assignment
- Applicants must have accommodation in the region where they will be based.

Short-listed applicants shall undergo training/orientation arranged by BEC or its representatives to familiarize them with expectations of the assignment and documents to be used during the overseeing the conduct of examination. Successful candidates will be based in regions and will be expected to travel to centres outside their place of residence.

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).

**Applications should only be sent through email.**

The letter should be addressed to:

**Head Relations Management**  
Botswana Examinations Council  
Private Bag 0070  
Gaborone

The closing date for applications is **31 March 2026, 23:55 pm.**

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