



VACANCIES

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 2019) 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 individuals who are driven by a passion for excellence.

I. External Examinations Executive

Main Purpose of the Job

Plan, coordinate, and organise the logistical preparations necessary for the entries and administration of external examinations. Facilitate the delivery of secure and efficient examination administration services in accordance with laid out standards.

Key Performance Areas

- Coordinate the identification and establishment of external examination Programmes, check points and any other as would be added to the external examination's suite.
- Coordinate the registration of learners to external examinations and ensure availability of platforms for the service in line with set standards and schedules.
- Develop internal procedures for the BEC and Ensure compliance to all regulatory requirements for BEC as well as for External Assessment.
- Develop examination schedules and timetables for the administration of external examinations such as the IGCSE or as per the examinations that would be covered under the business centre.
- Develop fee schedules for the business centre to ensure sustainability and provide periodic reports.
- Coordinate the Registration and logistics of other miscellaneous examinations (University of London, TOEFEL, GRE, SAT and aptitudes Test) to ensure that the needs of clients are met.
- Supervises payment of examination fees during registration process to ensure that candidates are charged for what they register for.
- Liaises with Special Needs Office to ensure that the needs of candidates with special needs are met.
- Coordinates preparations of venues and furniture for candidates to ensure that the examination is sat under conducive environment.
- Ensure that candidates follow set procedures and guidelines for registration and ascertain that there are no subjects' clashes to ensure that the registration process runs smoothly.
- Train invigilation personnel on conduct of examinations.
- Monitor and ensure secure storage of question papers and secure delivery to examination centres.
- Monitor safe custody of scripts, during transportation to and from venues, during packaging and dispatch to Cambridge.
- Authorise timely payments for invigilation personnel to enhance the cordial relationship.
- Facilitate data cleaning and provide feedback to stakeholders by coordinating provision of all required documents.
- Ensure that relevant examination materials have been packaged and sent to the relevant examination council.
- Appraise performance of outsourced personnel.
- Disseminate relevant information documents: reports, regulations, and policies to candidates and invigilation personnel before and during the conduct of examination.
- Follow security guidelines and procedures to ensure safe handling of external examinations materials and ensure safe keeping of the keys to the storage and ensure security of examinations.
- Implement guidelines, procedures and standards as they have been set, and collaborate with the Compliance/Audit/Quality team during their periodic review.
- Manage the receipt, secure storage and issuing of external examination certificates as well as the enquiries about results for these examinations.

Qualifications and Experience

At least a Degree in Education, or a relevant field from a recognised institution.

A master's degree in a relevant field 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

- Effective Communication
- Problem Solving
- Innovation
- Service Orientation
- Teamwork
- Quality Orientation

2. External Examinations Officer I

Main Purpose of the Job

To plan and coordinate all the logistical arrangements necessary for the entries and administration of external examinations to ensure integrity, quality of the examinations process. Supervise the delivery of secure and efficient examination administration services in accordance with laid out standards.

Key performance Areas

- Register learners and administer external examinations in line with set standards and schedules.
- Implement internal procedures for the BEC and comply to all regulatory requirements for BEC as well as for External Assessment.
- Draft examination schedules and timetables for the administration of external examinations such as the IGCSE or as per the examinations that would be covered under the business centre.
- Develop, together with the Executive the fee schedules for the business centre and draft periodic reports.
- Supervises the Registration and logistics of other miscellaneous examinations (University of London, TOEFEL, GRE, SAT and aptitudes Test) to ensure that the needs of clients are met.
- Ensure that candidates have registered for the correct subjects and charged for what they have registered for.
- Liaises with Special Needs Office to ensure that the needs of candidates with special needs are met.
- Supervises preparations of venues and furniture for candidates to ensure that the examination is sat under conducive environment.
- Ensure that candidates follow set procedures and guidelines for registration and ascertain that there are no subjects' clashes to ensure that the registration process runs smoothly.
- Liaise with Relations Management for recruitment of invigilation personnel for external examinations.
- Facilitate, together with the Executive, the training of invigilation personnel.
- Keep inventory record of Business Office materials and equipment.
- Ensure secure storage of question papers and secure delivery to examination centres.
- Ensure that there is safe custody of scripts, during transportation to and from venues, packaging and dispatch.
- Ensure that invigilators are paid well in time to enhance the cordial relationship, by checking their claim forms.
- Facilitate data cleaning by ensuring that all required documents are provided.
- Handle examinations queries
- Ensure that relevant examination materials have been packaged and sent to the relevant examination councils on time.
- Evaluates performance and makes recommendations for external examinations outsourced personnel.
- Disseminate relevant information documents: reports, regulations, and policies to candidates and invigilation personnel before and during the conduct of examination.
- Follow security guidelines and procedures to ensure safe handling of external examinations materials and keeping custody of the keys to the storage to ensure ease of reference and ensure security of examinations.
- Implement guidelines, procedures and standards as they have been set, and collaborate with the Compliance/Audit/Quality team during their periodic review.

Qualifications and Experience

At least a Degree in Education or a relevant field from a recognised institution. Minimum of four (4) years relevant experience of which two (2) years should have been at a junior professional level or equivalent, including supervisory experience.

Key Competencies

- Effective Communication
- Problem Solving
- Innovation
- Service Orientation
- Teamwork
- Quality Orientation

3. External Examinations Officer II

Main Purpose of the Job

Provide clerical support for the administration of external examinations in accordance with laid out standards to ensure the delivery of secure and efficient examinations.

Key performance Areas

- Administer external examinations and other miscellaneous examinations (University of London, TOEFEL, GRE, SAT and aptitudes Test) to ensure that the needs of clients are met.
- Checks entries for candidates during registration process to ensure that candidates have registered for the correct subjects and charged for what they have registered for.
- Arrange suitable venues for candidates and prepares venues by arranging furniture and issuing stationery during examination period to ensure that the examination is sat under conducive environment.
- Ensure that candidates follow set procedures and guidelines for registration and ascertain that there are no subjects' clashes to ensure that the registration process runs smoothly.
- Receive question papers from printers through RMU and ensure their secure storage and secure delivery to examination centres.
- Dispatch question papers, stationery and all relevant documents to examination venues to ensure that all the venues have the relevant examination materials to carry out the examination process accordingly.
- Supervise the transportation of scripts to and from the examination venues.
- Ensure that there is safe custody of scripts, packages and dispatch the scripts
- Ensures that invigilators are paid well in time to enhance the cordial relationship, by checking their claim forms.
- Facilitate data cleaning by ensuring that all required documents are provided.
- Attend to queries by ensuring satisfactory service to clients.
- Ensure that relevant examination materials have been packaged and sent to the relevant examination council.
- Availability of administrative support for the training of invigilation personnel
- Compliance with set schedules.
- Follow security guidelines and procedures to ensure safe handling of external examinations materials and keeping custody of the keys to the storage to ensure ease of reference and ensure security of examinations.
- Implement guidelines, procedures and standards as they have been set, and collaborate with the Compliance/Audit/Quality team during their periodic review.

Qualifications and Experience

At least a Diploma in Education or a relevant field from a recognised institution

A Degree will be an added advantage. If Diploma: Minimum of 4 years relevant experience,

If Degree: Minimum of 2 years relevant experience

Key Competencies

- Effective Communication
- Problem Solving
- Innovation
- Service Orientation
- Teamwork
- Quality Orientation

If you meet the above requirements, please submit your cover letter, updated curriculum vitae (CV) with three (3) traceable referees, certified copy of your Omang, and certified copies of your academic certificates to the corresponding email address for the vacancy you are applying for, as follows:

Vacancy No. 1 - ExtExamsExecutive@bec.co.bw

Vacancy No. 2 - ExtExamsOfficer1@bec.co.bw

Vacancy No. 3 - ExtExamsOfficer2@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: **10th September 2026.**

N.B Personal data submitted in response to this advert will be processed by the Botswana Examinations Council for recruitment and selection purposes necessary for the performance of the Council's official authority. Personal data will be processed lawfully, accessed by authorized personnel and retained only as required by law, in accordance with Botswana Data Protection Act, 2024.



Botswana Examinations Council