



BOTSWANA
EXAMINATIONS
COUNCIL

EMPLOYMENT OPPORTUNITY

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

Centre Quality Assurance Officer I

Main Purpose of the Job

Conduct inspections of assessment centres pre-exams and during live exams in order to ascertain their compliance with BEC's rules, regulations, standards and practices for administration of assessment.

POSITION REQUIREMENTS

Key Performance Areas

- Carry out inspections to award centre status to new Institutions wanting to be assessment centres
- Undertake inspection visits (pre-exams and during live exams) to centres operating timetabled assessments to check compliance
- Collaborate with the Security and Special Needs teams, and conduct joint inspection visits as and when required
- Verify and ensure that the examination process has integrity and BEC regulations are being applied consistently
- Provide advice and guidance, as necessary, to centre staff on each visit
- Provide written feedback to both the centre and the Centre Quality Assurance Manager on a centre's compliance with the regulations
- Undertake detailed investigations in cases of gross non-compliance
- Flag issues of non-compliance as necessary to the Manager and make recommendations
- Issue warnings and or apply appropriate penalties and sanctions to a centre, as per instructions from the Manager
- Carry out other types of centre visits to reinforce specific requirements of the assessment process
- Participate in the performance appraisals of outsourced assessment personnel
- 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 Educational Management or a relevant field from a recognised institution and At least 4 years' experience post-qualification of which 2 years should have been at junior professional/ technician 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

Material Management Officer I

Main Purpose of the Job

Plan, coordinate and supervise materials management services for 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

- Early Material dispatch for Coursework and Practical Examinations
- Dispatch and transport of examination materials to centres in collaboration with the Security team to ensure the security of material in transit to prevent any potential leaks which may jeopardise integrity of the system
- Receipt, log in and packing of scripts, projects and folios from Centres, with the collaboration of the Security team
- Packing and dispatch of scripts for selected subjects bound for Cambridge International
- Coordinate the training of markers on the administrative aspects of marking
- Script selection and standardisation of Team Leaders
- Coordinate the standardisation sessions
- Checking and verification of storeroom logbook
- Packaging of scripts and into boxes for marking
- Counting, recording and packaging stationery for marking
- Allocation of scripts and materials to rooms
- Supervision of the marking exercise from an administrative perspective (to be done in collaboration with the Marking, Moderation and Grading team under Assessment Design)
- Attending to queries from examiners during marking and liaising with relevant departments for resolution
- Transportation of scripts from marking venues
- Packing Scripts according to syllabus, component and Centre order in storerooms
- Pulling scripts for data cleaning purposes and for the grade review exercise
- Transportation of scripts to the grade review venue
- Supervision of the Grade review exercise from an administrative perspective (to be done in collaboration with the Marking, Moderation and Grading team)
- Disposal of Previous years scripts and related documents
- Liaise with Printing and Logistics team responsible for organising transport services and marking venues
- Liaise with Relations Management for recruitment, selection and appraisal of external assessment personnel at the marking venues
- Liaise with all other relevant stakeholders to ensure timely and smooth execution of all assessment related activities
- Advise the Manager with regards to problems associated with standardisation, moderation and marking exercise
- Participate in the performance appraisals of outsourced assessment personnel
- Follow security guidelines and procedures to ensure safe handling of assessment materials
- 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. Certification in assessment administration. At least four (4) years post-qualification experience 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

Call Centre Assistant

Main Purpose of the Job

Responsible for responding to calls, emails, SMS etc. received from external stakeholders requiring information or clarifications on any service provided by BEC in general

POSITION REQUIREMENTS

Key Performance Areas

- Answer courteously all inbound calls from general public and other external stakeholders
- Check inquiries from external stakeholders who prefer to contact BEC through the Internet (e-mails), text messages, or other electronic medium
- Respond to all stakeholder inquiries, questions, etc. by providing a first level response
- Refer to scripted answers for frequently asked questions in order to provide an appropriate response
- Log in the details of the inquirer and the nature of the inquiries; keep records of all conversations organised
- Coordinate and escalate the inquiry to the relevant officer in the organisation if an appropriate response cannot be provided at own level
- Make arrangements to call the stakeholder back whenever adequate information have been received
- Provide external stakeholders with all the necessary information to meet their needs
- Conduct telephone surveys as instructed by the Head, and on behalf of relevant departments in BEC, in order to assess stakeholder perceptions and satisfactions with the services provided by BEC
- Proactively anticipate and implement alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise
- Continuously seek to improve own skills and competency in order to effectively undertake the duties of the post
- Provide any other administrative and clerical assistance as may be required

Qualifications and Experience

At least a Certificate in Administration, Business, Education or any other relevant field from a recognised institution. A Diploma will be an added advantage. If Certificate: At least two (2) years of relevant experience. If Diploma: No prior work experience required.

Key Competencies

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

If you meet the above requirements please submit your cover letter, updated curriculum vitae with three (3) traceable referees, certified copies of Omang and 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: **10th March 2026**.

Important: 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