



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 2019) 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 position, results oriented individuals who are driven by a passion for excellence.

Research and Development Executive (French)

Main Purpose of the Job

Carry out research into educational assessments tools, processes and services and coordinate the development and review of the syllabus. Coordinate the development of assessment instruments for the assigned programme / subjects.

Key performance Areas

- Prepare research proposals for review by the Manager
- Carry out research and prepare periodic progress reports for the Manager and Management of the department
- Instruct R&D Officer I to carry out the gathering, processing, analysing of relevant data, and review their work
- Prepare statistical models to analyse assessment results
- Produce background briefing papers and research notes for use in design or for presentations locally and internationally, as necessary
- Prepare detailed research reports
- Ensure that a database of up-to-date reference material is developed and maintained to support research
- Prepare and submit for publication in recognised journals academic and applied research articles to promote the Council as a centre of excellence in the field of assessment research
- Attend and participate in local and international seminars and conferences held on assessment design technologies and techniques, and new modes of assessments
- Coordinate the development and review of syllabus for a range of subjects:
- Coordinate and review the work of external setters of assessment papers:
- Verify and ensure match between curriculum set by parent ministry, the syllabus and the assessment paper
- Provide technical guidance as required during moderation and marking
- Maintain electronic records and archives of past and present assessment materials developed

Qualifications & Experience

At least a master's in educational management, Measurement or Research, a Minimum of six (6) years relevant experience of which three (3) years should have been at professional level or its equivalent. Must also have some supervisory experience

Key competencies

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

If you meet the above requirements please submit your cover letter, updated curriculum vitae with three (3) traceable referees, certified 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: **3rd June 2026**.

