



ORBIT TVET COLLEGE BRITS CAMPUS

EXAMINATION INVIGILATORS NEEDED.

ORBIT TVET COLLEGE BRITS CAMPUS would like to invite suitable candidates to apply for the position of **INVIGILATOR** for the NATIONAL EXAMINATIONS for 2020 (B/INV/2020)

WHAT IS AN INVIGILATOR?	Invigilators provide assistance and supervision at examinations to ensure accurate and efficient venue preparation, friendly customer service, and adherence to the Examination Policy and Procedures as stated in Government Gazette, Vol. 507, No. 30287 of 12 September 2007 for different types of exams within a secured environment.
MINIMUM REQUIREMENTS:	<ul style="list-style-type: none"> • Unemployed or retired teachers/lecturers, respected members of the community with relevant experience or graduates (in the education or teaching field). • Be younger than 65. • Not be registered to sit for the examination being written at any relevant institution. • Be willing to disclose if a relative, partner, close friend or neighbour are registered to sit for the examination being written. • Not be enrolled for a Learnership or Internship programme.
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Conducting of National Examinations as stated in Government Gazette, Vol. 507, No. 30287 of 12 September 2007 • Responsible for the examination conducted at the examination venue. He or she must be available and present at the examination venue for the duration of every examination session • Be available to work sessions between 7:00 and 18:00 on week days. A typical session would be 5 hours in duration • Provide support to the examination process through efficient administration of examinations by candidate invigilation, the distribution of examination materials, and the collection of the examination material • Must be able to organize, prioritise and manage workloads to meet deadlines. • Must be methodical, detail-oriented and maintain a high level of accuracy. • Must be able to communicate effectively both orally and in writing. • Establishes and maintains co-operative and positive working relationships with management and team members. • Is expected to take ownership of all administration procedures and identify areas of improvement. • Must be able to work under pressure. • Demonstrate excellent interpersonal skills with strong focus on client service • Must demonstrate excellent time management skills. • Must conduct him/herself in a professional manner at all times. • Must have the ability to interact with clients and communicate effectively and be reliable and trustworthy.

HOW DO I APPLY?	<p>SUBMIT THE FOLLOWING DOCUMENTS:</p> <ul style="list-style-type: none"> • Fully completed Z83 form • Comprehensive CV • Certified copy of ID/passport • Certified copies of all qualifications
CLOSING DATE FOR APPLICATIONS	<p>25 September 2020 at 14:00</p>
SUBMISSION OF APPLICATIONS	<p>BRITS CAMPUS Reitz North Street BRITS Ms E Ngwato, Building B, Office B5 Mr P Nkau, Building B, Office B4</p>
ENQUIRIES	<p>For further enquiries, contact</p> <ul style="list-style-type: none"> • Reception on 012 381 5700/5701 • Ms M Mogoemang on 012 381 5723
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • Applications are processed and selection is conducted via a shortlisting process and the resulting group interviews which assess applicants' competency against selection criteria • Invigilators are hired on a casual basis and are appointed periodically • Submission of an application form DOES NOT guarantee appointment