



ORBIT TVET COLLEGE

ORBIT TVET COLLEGE would like to invite suitable candidates to apply for vacant casual Invigilators positions for 2019 **NATIONAL EXAMINATIONS (Supplementary, Term1/2/3, Semester1/2 and NVC)**

Applications must be forwarded as per applicant's desired Campus:

- **Brits Campus Manager, ORBIT TVET College, Private Bag X5060, Brits, 0250 or be hand delivered at (BRITS CAMPUS)ORBIT TVET College, Reitz street North, Brits Ref no. ORB/INV01/2019**
- **For further enquiries contact: Ms E Ngwato on 0123815700**
- **Rustenburg Campus Manager, ORBIT TVET College, Private Bag X82086, Rustenburg, 0300 or be hand delivered at (Rustenburg CAMPUS)ORBIT TVET College, CNR Bosch and Fatima Bhayat Street, Rustenburg. Ref no: ORB/INV02/2019**
- **For further enquiries contact: Ms R Botes on 0145975573**
- **Mankwe Campus Manager, ORBIT TVET College, Private Bag X1014, Mogwase, 0314 or be hand delivered at (Mankwe CAMPUS)ORBIT TVET College, Stand 230, Mogwase. Ref no: ORB/INV03/2019**
- **For further enquiries contact: Ms Kgomo and Mosieleng on 0145552900**

PLEASE NOTE:

Applications must be submitted on form Z83, obtainable from any Public Service Department and **MUST** be accompanied by a declaration, a recently updated comprehensive CV (inclusive of three referees and contact details), certified copies (not older than three months) of all qualifications with academic transcripts and ID document and driver's license where applicable.

Please indicate the reference number of the post you are applying for on your application form. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as those faxed or e-mailed will **NOT** be accepted.

- **Invigilators are hired on a casual basis and are appointed annually. Submission of an application does not guarantee appointment.**

CLOSING DATE: 05 February 2019

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification. Where applicable, candidates will be subjected to a skills/knowledge and competence test. The College reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any

response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

Note: All costs incurred due to your application and interviews will be at your expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

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:

The candidate must:

- have completed Report 191 Business Studies N6, Report 191 Engineering Studies N6 or National diploma qualification
- may also be an unemployed or retired teacher/ Lecturer
- must not sit for the examination being written in any TVET institution.
- must be willing to disclose if a relative, partner, close friend or neighbour would be sitting for the examination being written
- must not be in a Learnership or Internship programme
- ORBIT College graduate would be an advantage
- be persons who are trustworthy and honest

Responsibilities and attributes

Conducting of National Examinations as stated in **Government Gazette, Vol. 507, No. 30287 of 12 September 2007**

- The Invigilator will be responsible for the examination conducted at the examination venue. He or she must be fully 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 weekdays. A typical session would be 5 hours in duration
- Providing 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
- Ability to organize, prioritise and manage workload in order to meet deadlines.
- Ability to be methodical, detail-oriented and maintain a high level of accuracy.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain co-operative and positive working relationships with management and team members.
- Ability to take ownership of all administration procedures and identify areas of improvement.
- Ability to work under pressure.
- Ability to demonstrate excellent interpersonal skills with high focus on client service
- Ability to demonstrate excellent time management skills.
- The successful candidate must be able to conduct him/herself in a professional manner at all times.
- Must have the ability to interact with clients and communicate effectively as well as be reliable and trustworthy.