



**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 2021 (B/INV/2021)

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:

Applicants must

- Be either unemployed teachers or retired teachers/lecturers, and be respected members of the community with relevant qualifications and experience.
- 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

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

The invigilator

- Is 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.
- Must be available to work sessions between 7:00 and 18:00 on week days. A typical session would be 5 hours in duration.

- Must 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 have to ability to organize, prioritise and manage workloads in order 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.
- Should demonstrate excellent interpersonal skills with a 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?

DOCUMENTATION TO BE SUBMITTED:

- Application form to be an Invigilator (Z83)
- Comprehensive CV
- Certified copy of ID/passport
- Certified copies of all qualifications

Closing date for applications: 08 October 2021 at 16:00

SUBMIT APPLICATIONS WITH MS E NGWATO in B5 only.

Contact IVY NGUBENI at 012 381 5700/5722 for further enquiries.

Applications are processed and selection is conducted via a shortlisting process and the resulting group interviews which assess applicants' competency against the selection criteria.

ALSO NOTE:

- ***Invigilators are hired on a casual basis and are appointed annually***
- ***Submission of an application form DOES NOT guarantee appointment.***