



ORBIT TVET COLLEGE

APPLICATION FORM TO SERVE AS AN INVIGILATOR 2017

CAMPUS:	BRITS		MANKWE	RUSTENBURG	
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ORBIT TVET COLLEGE would like to invite suitable candidates to apply for the position of INVIGILATOR for the NATIONAL EXAMINATIONS for 2017

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 successful candidate:

- Must have completed Report 191 Business Studies N6, Report 191 Engineering Studies N6 or TVET college L4 Certificate in full and have no outstanding subjects
- may be a retired educator
- may be unemployed
- must not sit for the examination being written in any relevant 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
- being an ORBIT College graduate is a strong recommendation
- must be trustworthy and honest

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 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.

HOW DO I APPLY?

Invigilators are hired on a casual basis and are appointed annually. **Applications Forms are available at:**

- Reception Building
- Student Support Advice Desk

Submit a CV with relevant certified documents:

- a) Certified copy of ID/ passport
- b) Certified copies of all qualifications
- c) Application form to be an Invigilator (available at the front office)

CLOSING DATE FOR APPLICATIONS: 15 MAY 2017 AT 16:00

Applications are processed and selection is conducted via a shortlisting process and the resulting group interviews which assesses applicant's competency against the selection criteria

Submission of an application form does not guarantee appointment.