

VACANCIES

Invigilation Personnel and Regional Examinations Administrators (REA's) for 2025 Examination Series

2025 BGCSE INVIGILATORS – BEC PRIVATE CENTRES

REF: BEC - BGCSE 7/3/4 II

Applications are invited from suitably qualified individuals who wish to invigilate the 2025 BGCSE October/November Exam in BEC Private Centres. Invigilators will be required to prepare for and supervise live examinations with strict adherence to the Regulations governing the Conduct of examinations to ensure credible examination process.

Successful individuals will be posted to any of the BEC Centres in the following Cities/Towns and Villages depending on availability at the level they applied for; **Gaborone, Francistown, Serowe, Mahalapye, Palapye, Maun, Lobatse, Selibe Phikwe, Lethakane, Bobonong.**

POSITION REQUIREMENTS

Qualification

A minimum of Diploma in any tertiary education is required

Experience

Invigilators

No experience is required. Previous experience in invigilation of National or International examinations at primary, secondary or tertiary level for BEC or other reputable organizations is an added advantage.

Chief Invigilators

Teaching experience is required. Previous experience in invigilation of National or International examinations at primary, secondary or tertiary level for BEC or other reputable organizations is an added advantage.

Competencies:

- Proficiency in working with numbers
- Communications skills
- Customer focused
- Attention to detail
- Results oriented
- Ability to work under pressure.

INSTRUCTIONS ON HOW TO APPLY: BGCSE INVIGILATORS – BEC PRIVATE CENTRES

1. Visit our web page at <http://becweb.bec.co.bw/EXAMINERS>
2. Go to “I want to Apply” and follow the prompts.

For further enquiries please contact the Examinations Personnel Team on 3650783/ 3650786.

The closing date for applications is **04 April 2025, 23:55 pm.**

We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or which are sent via email, facsimile or received after the closing date will not be considered.

Short-listed applicants **shall undergo** training/orientation organised by BEC or its representatives to familiarise them with expectations of the assignment and documents to be used during the examination.

2025 REGIONAL EXAMINATIONS ADMINISTRATORS (REA'S) – BGCSE

REF: BEC - CIE 7/3/12 I

Applications are invited from suitably qualified retired:

- Teachers
- Lectures
- School Heads/Deputy School Heads
- Education Officers

Successful applicants will be required to oversee the conduct of examinations to ensure compliance with BEC examination rules and regulations in the primary and secondary schools' country wide.

Applicants are required to indicate their regions of residence where they will be able to provide themselves with accommodation.

Available regions are as follows;

- Kgatleng
- Ghantsi
- South East
- Kgalagadi 1-
- Kgalagadi 2-
- Kweneng
- Central 1-Tswapong
- Central 2-Selibe Phikwe, Bobirwa
- Central 3-Serowe and surroundings
- Central 4-Mahalapye, Shoshong areas
- Central 5-Boteti
- Central 6-Palapye and surrounding areas
- Kasane
- North East 1-Francistown, Masunga areas
- North East 2-Tutume sub region
- North West 1-Maun and surrounding
- North West 2-Gumare,shakawe areas

POSITION REQUIREMENTS

Qualifications

A minimum of Bachelor's Degree in Education or Bachelor's Degree with a professional teaching qualification (PGDE). A Master's Degree in Education will be an added advantage.

Experience

At least ten (10) years teaching experience at either PSLE/JCE/BGCSE level and must be aged 65 years or below. Experience at School/Institutional Management level or supervision of national examinations will be an added advantage.

Competencies:

- High level of accountability
- Proficiency in working with numbers
- Attention to detail
- Good interpersonal and communication skills
- Customer focused
- Results oriented
- Ability to work under pressure.

Short-listed applicants shall undergo training/orientation arranged by BEC or its representatives to familiarize them with expectations of the assignment and documents to be used during the overseeing the conduct of examination. Successful candidates will be based in regions and will be expected to travel to centres outside their place of residence.

Suitably qualified candidates should quote the title and the reference number of the position and submit the following: typed application letter, updated curriculum vitae, and names of two (2) referees, certified copies of certificates, transcripts, and Omang to examinationspersonnel@bec.co.bw.

Applications should only be sent through email.

The letter shall be addressed to:

Chief Executive Officer
Botswana Examinations Council
Private Bag 0070, Plot 54864, KT Motsete Road,
Gaborone, Telephone No: 365 0700

The closing date for applications is **04 April 2025, 23:55 pm.**

We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or sent by fax or any means other than the supplied e-mail will not be considered.

2025 CAMBRIDGE UNIVERSITY PRESS AND ASSESSMENT EXAMINATIONS INVIGILATORS

REF: BEC - CIE 7/1/1 I

Applications are invited from suitably qualified individuals who wish to invigilate the Cambridge University Press and Assessment 2025 **May/June** and **October/November** series. Invigilators will be required to prepare for and supervise live examinations with strict adherence to the Regulations governing the Conduct of Cambridge examinations to ensure credible examination process. **The required invigilators are for the Gaborone Centre only.**

POSITION REQUIREMENTS

Qualifications

A minimum of Diploma in any tertiary education is required.

Experience

Invigilators

No experience is required. Previous experience in invigilation of National or International examinations at primary, secondary or tertiary level for BEC or other reputable organizations is an added advantage.

Senior/Chief Invigilators

Teaching experience is required. Previous experience in invigilation of National or International examinations at primary, secondary or tertiary level for BEC or other reputable organizations is an added advantage.

Competencies:

- Proficiency in working with numbers
- Communications skills
- Customer focused
- Attention to detail
- Results oriented
- Ability to work under pressure.

Short-listed applicants **shall undergo** training/orientation arranged by BEC or its representatives to familiarize them with expectations of the assignment and documents to be used during the examination.

Suitably qualified candidates should quote the title and the reference number of the position and submit the following: typed application letter, updated curriculum vitae, and names of two (2) referees, certified copies of certificates, transcripts, and Omang to examinationspersonnel@bec.co.bw.

The letter shall be addressed to:

Chief Executive Officer
Botswana Examinations Council
Plot 54864, KT Motsete Road, P/Bag 0070,
Gaborone, Telephone No: 365 0700

The closing date for applications is **28 March 2025, 23:55 pm.**

We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or sent by fax or any means other than the supplied e-mail will not be considered.