



ORBIT TVET COLLEGE BRITS CAMPUS

EXAMINATION INVIGILATORS

ORBIT TVET COLLEGE BRITS CAMPUS would like to invite suitable candidates to apply for the position of **INVIGILATOR** for the NATIONAL EXAMINATIONS for 2023/2024 (B/INV/2023/4)

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, No. 45649 of 17 December 2021**. The Examination procedures and instructions (Mandated by the National Policy Pertaining to the Conduct, Administration and Management of the Examinations of Colleges Established, Declared and Registered in terms of the CET Act, 2006 (Act No. 16 of 2006) for National Certificate (Vocational) [NC(V)] and National Technical Diploma (NATED) Report 191: Revised April 2022.

MINIMUM REQUIREMENTS:

The successful candidate:

- Must have completed matric
- Be either unemployed teachers/lecturers or retired teachers/lecturers or respected members of the community with relevant qualifications and experience.
- Must not be registered to sit for the examination being written at any relevant institution.
- Must be willing to disclose if a relative, partner, close friend or neighbour are registered to sit for the examination being written.
- Must not be enrolled for a Learnership or Internship programme.
- Must be persons who are trustworthy and honest.

MAIN RESPONSIBILITIES

Conducting of National Examinations as stated in Government **Gazette, No. 45649 of 17 December 2021**

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 weekdays. 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 the 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.
- Must be able 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, communicate effectively and be reliable and trustworthy.

HOW DO I APPLY?

DOCUMENTATION TO BE SUBMITTED:

- Application form (new Z83 form)
- Detailed curriculum vitae
- Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates.

Closing date for applications: 02 October 2023 at 16:00

SUBMIT APPLICATIONS WITH Ms E NGWATO in B5.

Contact Ms Khairunisha Imran Joosub 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.***
- ***Suitable candidates will be subject to a personnel suitability check (criminal record, citizenship, qualification and employment verification)***