

## ORBIT TVET COLLEGE MANKWE CAMPUS

ORBIT TVET COLLEGE MANKWE CAMPUS would like to invite suitable candidates to apply for the position of EXTERNAL INVIGILATOR for the NATIONAL EXAMINATIONS for 2025 Ref (EX/INV/2025/2026)

### 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:

- Teachers qualification and/ or minimum National Diploma
- Be either unemployed teachers/lecturers or retired teachers/lecturers or respected members of the community with relevant qualifications and experience.
- Have completed Diploma in Business Studies, Engineering Studies and/ or University qualification, in full and have no outstanding subjects
- 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 would be sitting for the examination being written.
- Must not be enrolled for a Learnership or Internship programme.
- Must have atleast 1 to 2 years of experience in invigilation or working in an exam related function at an educational institution.
- 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
- 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

**Closing date for applications: 29 August 2025 14:00**

#### **SUBMISSION OF APPLICATIONS with Ms C Mosime**

***Contact Ms C Mosime 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***