



EXTERNAL INVIGILATORS

VACANCY ADVERT

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING.
KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE.**

The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

NOTE: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

APPLICATIONS: Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960

CLOSING DATE: Friday, 08 March 2024 @14H00. applications received after the closing date will not be considered.

Nature of Post: External Invigilators

REF: KHC/2024/01AC

Rate: As per the DHET Examination Tariffs

CENTRE: King Hintsa TVET College

Requirements: Unemployed graduates, Any Degree/ Diploma To provide support for the administering and running of invigilated in-person examinations and both computer-based and paper-based.

DUTIES: To support the Head (Chief) Invigilator and / Examinations Office with the day-to-day operation of examination venues in line with college regulations and set processes. This may include, adhere to the College and DHET examination related policies, checking of exam papers to ensure all required papers are present, assisting with setting up exam venues by laying out stationery, equipment, and examination papers in accordance with the outlined procedures. Assisting with the setup and running of computer-based exams, including logging into exam computer accounts. Assisting candidates prior to the start of exam by directing them to their seats and advising them about possessions permitted in exam venues. Making announcements to students informing them of the rules within the exam venue and how to complete their answer sheet/booklet. Ensuring that candidates adhere to



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the rules within the exam venue: do not talk, mobile, phones in bag, no hats, etc. Invigilating during exams, dealing with queries raised by candidates, and dealing with examination irregularities in accordance with strict procedures. Checking attendance during examinations. Supervising candidates whilst outside the examination venue as and when required (toilet breaks, rest breaks lunch breaks, etc). Collecting and collating exam scripts at the end of the examination in accordance with Strict college procedures. Assisting with the preparation of script marking envelopes. Supervising candidates leaving the exam venues ensuring equipment or stationery is not removed and candidates leave in an orderly and quiet manner.

ENQUIRIES: Mr. O Kalimashe/Ms. P Soyizwapi @ 047 401 6400