

## ORBIT TVET COLLEGE RUSTENBURG CAMPUS

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

### 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 revised October 2023 Examination Procedures and Instructions as stated in **Government Gazette, No. 45649 of 17** different types of Exams within a secured environment.

### MINIMUM REQUIREMENTS:

The successful candidate:

- teachers qualification and or minimum National Diploma
- may also be an unemployed Teacher, retired Teacher, respected member of the community with relevant experience, or graduates;
- have completed Diploma in Business Studies, Engineering Studies and/or University Qualification, in full and have No Outstanding Subjects;
- must not sit for the examination being written in any relevant institution of TVET or University;
- must have computer literacy skills and knowledge on Microsoft Office;
- 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 any Learnership or Internship programme;
- ORBIT College graduate would be an advantage;
- Must have at least 1 to 2 years of experience in invigilation or working in an exam related function at an educational institution;
- 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 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?**

- Application form to be an External Invigilator [**latest Z83 Form**]

### **DOCUMENTATION TO BE SUBMITTED:**

- Comprehensive CV x **02 copies**
- Certified copy of ID x **02 copies**
- Certified copies of all qualifications with transcripts x **02 copies**
- Copy of SARS Details x **02 copies**
- Copy of Banking Details x **02 copies**
- Affidavit [stating that you are not employed] x **02 copies**
- Proof of Residence x **02 copies**

### **Closing date for applications: 07 August 2025 at 14:00**

- **SUBMIT APPLICATIONS with Ms Botes Reception, Admin Building.**

***Contact Ms R Botes on 014 597 5573 for further enquiries.***

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.

### **ALSO NOTE:**

- ***Invigilators are hired on a casual basis and are appointed annually.***
- ***Submission of an application form does not guarantee appointment.***