



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

Steve Vukile tshwete Education Complex, Zone 6 Zwelitsha, King Williams Town* Private Bag X 0032* Bisho* 5607
Republic of South Africa ** Website: www.ecdoe.gov.za Email : funiwe.bikitsha@ecdoe.gov.za

Enquiries: Ms F. Bikitsha

Tel: 072 378 2817

APPLICATION AS PROVINCIAL EXAMINATIONS MONITOR

The Eastern Cape Department of Education, Examination and Assessment Chief Directorate is responsible for the administration of Grade 12 National Senior Certificate and Senior Certificate Examinations. In order to ensure the credibility and integrity of examinations, intensive monitoring should be done at all levels.

Applications are therefore, invited from qualifying applicants who will be appointed as Provincial Monitors on a two (2) year contract across twelve (12) districts. Applicants will be monitoring in districts where they reside as there will be no accommodation provided. Residential address on application form will therefore, be used for placement purposes.

Additional Criteria:

- All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills.
- All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various Districts.
- Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interviews.

DUTIES	REQUIREMENTS
<p>a) Responsible for the monitoring of the entire examination cycle which includes:</p> <ul style="list-style-type: none">an audit of the provincial examination systemsmonitoring of the preparations for the NSC and SC examinations.Monitoring of the writing of Grade 12 NSC and SC examinations.	<ol style="list-style-type: none">Must be in possession of a Bachelor's Degree, or an equivalent qualification, with specialization in education.Must have served as a school principal of a secondary school, or a subject advisor or a circuit manager or involved in the management of examinations and assessment processes or other related curriculum processes.Must be available to render their services for the entire day, on selected days of the week.Must have experience in the management of examinations at the school level.

- Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications.
- Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, emailed or faxed applications will not be considered.
- Application forms must be forwarded to: The Department of Education, Examinations and Assessment Chief Directorate, Steve Tshwete Building, Zone 6, King Williams Town.
- **Enquiries: Ms F. Bikitsha at 072 378 2817/060 530 3756/040 602 7039.**
- **CLOSING DATE: 4 SEPTEMBER 2019**



**DIRECTOR: EXAMINATIONS & ASSESSMENT
MR V.A. JOSEPH**

16 August 2019
DATE