



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 10 OF 2025

**TO: DEPUTY DIRECTORS – GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
HEAD OF EXAMINATIONS
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 27 JANUARY 2025

ADVERTISEMENT FOR THE POSTS OF PRIVATE MONITORS THAT WILL BE MONITORING THE GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) AND SENIOR CERTIFICATE (SC) EXAMINATIONS FOR A PERIOD OF 2025 TO 2027

1. Applications are invited from the qualifying candidates for the posts of a Private Monitors for the National Senior Certificate (NSC) / Senior Certificate (SC) Examinations from September 2025 to July 2027 on a contract basis.
2. Read the Instructions on Application Form carefully.
3. **All applicants should submit application forms with a two-page CV on or before 28 February 2025.**
4. **No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office, Examinations and Assessment Unit.**

5. WHO QUALIFIES TO APPLY AS A PRIVATE MONITOR?

- Retired Principals of Grade 12 schools.
- Retired educators who have experience in examination related activities.
- Retired office-based educators who have experience in examination related activities.

6. REQUIREMENTS FOR APPOINTMENT AS PRIVATE MONITORS

APPLICANTS MUST:

- have extensive knowledge of Policies and Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate examination.
- have at least a recognized 3 year post matric qualification.
- have experience in dealing with examination processes management.
- have excellent report writing skills.
- have excellent communication skills.
- be computer literate.
- be able to work long hours.
- be able to handle pressure.
- be able to accept authority.
- have experience in examination related work: mark sheet control, script control, handling irregularities at school and district level.
- have valid driving license
- **have own transport.**

7. WHO DOES NOT QUALIFY TO BE A PRIVATE MONITOR?

- Officials who are currently employed by the Eastern Cape Department of Education or any other Department.
- Retired School based educators who do not have experience in the administration of Grade 12 National Senior Certificate.
- Retired Office based educators who do not have experience in the administration of Grade 12 National Senior Certificate.
- Officials who were implicated in Examination irregularities.

8. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete applications.
- Illegible applications.
- Application forms received after the closing date: **28 February 2025.**

9. APPLICATION FORM

- Application form is attached as **Annexure A** to be completed.
- Attach **certified copies** of qualifications.
- Attach **certified copy of your ID Document** to this form.
- **All documents should be certified by SAPS and the certifying stamp should not be older than 3 months from the closing date.**
- Attach 2 ID size photos (colour).
- Attach a CV detailing highlights on your experience with examinations related activities.

10. PLEASE NOTE:

- All the information given on an application form will be **verified** with the **database** in the **Provincial Office.**
- Shortlisted applicants will be invited for virtual interviews or online test that will take place in April 2025.
- **No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office, Examinations and Assessment Unit on or before 28 February 2025.**
- **Districts will submit all application forms to the Provincial office on 14 March 2025.**

Co-operation by all qualifying applicants will be highly appreciated.



DDG: CURRICULUM MANAGEMENT AND DELIVERY
MR R. TYVAKADI

