



## **WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING TEMPORARY VACANCIES**

### **POST: External Invigilators**

**RATE: R 255.30 per session**

### **REFERENCE NUMBERS:**

Carletonville Campus – **CV/INV/01**

Krugersdorp Campus – **KC/INV/02**

Krugersdorp West Campus – **KW/INV/03**

Randfontein Campus – **RFT/INV/04**

### **MINIMUM REQUIREMENTS:**

- Matric/Grade 12 Certificate.
- N6 Certificate/National N Diploma in Business Studies/Engineering Studies or any relevant qualification. Unemployed and/or retired teachers/lecturers will be considered.
- Must be medically fit to stand/walk for the duration of the examination session.
- Must be trustworthy – potential candidate will be required to sign a non-disclosure form.
- No candidate currently in an Internship/Learnership will be considered.
- Preference will be given to graduates from Western TVET College.
- No criminal record.

### **MAIN RESPONSIBILITIES**

Conducting of National Examinations as stated in **Government Gazette, Vol. 507, No. 30287 of 12 September 2007.**

- 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, prioritize 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 always conduct him/herself in a professional manner.
- Must have the ability to interact with clients and communicate effectively as well as be reliable and trustworthy.

**APPLICATIONS:** Must be submitted accompanied by:

- (1) A signed **NEW Z83** form obtainable from any public service Department or DPISA website
- (2) A comprehensive CV including at least three contactable references, quoting the relevant reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.

**Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office.**

**Alternatively**, applications may be hand delivered at Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below.

**PLEASE NOTE: NO FAXED or E-MAILED APPLICATIONS WILL BE ACCEPTED**

**CLOSING DATE: THURSDAY, 13 FEBRUARY 2025 at 15:00**

**NOTE:**

1. Foreign qualifications must be accompanied by a SAQA evaluation report.
2. If you have not been contacted within one month after the closing date, please consider your application as unsuccessful.
3. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.
4. People with disability are encouraged to apply.

**All enquiries should be directed to: Mr Peter Motai (Chief Personnel Officer) at (011) 692 4004 Ext: 1010/1061/1062.**