

Advertisement for 2025 JCE & BGCSE Invigilation Positions

Applications are invited from suitably qualified individuals who wish to invigilate the JCE and BGCSE Final Examinations in October/November, 2025. The invigilators are required for Palapye, Mahalapye, Serowe, Selibe Phikwe, Letlhakane, Francistown, Kasane, Kang, Gantsi, Tsabong, Maun, Shakawe, Gaborone BOU Private Examinations Centres as follows:

1. Palapye BOU Centre (JC0603): Invigilators (6) and Chief Invigilator (1)
2. Selibe Phikwe BOU Centre (JC0604): Invigilators (6) and Chief Invigilator (1)
3. Serowe BOU Centre (JC0605): Invigilators (5) and Chief Invigilator (1)
4. Mahalapye BOU Centre (JC0605): Invigilators (6) and Chief Invigilator (1)
5. Letlhakane BOU Centre (JC0607): Invigilators (4) and Chief Invigilator (1)
6. BOU Serorome Centre (BW972): Invigilators (10) and Chief Invigilator (1)
7. BOU Francistown (BW940): Invigilators (18) Senior Invigilator (1), and Chief Invigilator (1)
8. BOU Kazungula (BW945): Invigilators (10), Senior Invigilator (1) and Chief Invigilator (1)
9. BOU Francistown Centre (JC0608): Invigilators (8), and Chief Invigilator (1)
10. BOU Kasane Centre (JC0609): Invigilators (5) and Chief Invigilator (1)
11. BOU Gaborone (BW941): Invigilators (15) and Chief Invigilator (1)
12. Fairgrounds BOU Gaborone (JC0602): Invigilators (15) and Chief Invigilator (1)
13. BOU Kang Centre (BW0942): Invigilators (7) Chief Invigilator (1)
14. BOU Kang Private Centre (JC 610): Invigilators (10) Chief Invigilator (1)
15. BOU Tsabong Centre (BW934): Invigilators (4) Chief Invigilator (1)
16. BOU Gantsi Centre (BW 933): Invigilators (6) Chief Invigilator (1)
17. BOU Private Centre Maun (JC0597): Invigilators (8) and Chief Invigilator (1)
18. Shakawe BOU Private Centre (JC0598): Invigilators (8) and Chief Invigilator (1)
19. BOU Maun Centre (BW948): Invigilators (20) and Chief Invigilator (1)

Please Note: Indicate in your application letter, the examination centre where you would like to invigilate. Note: Preference will be given to host institutions for some examinations centres.

1. Requirements for Invigilators:

Qualification:

- A minimum of a Diploma in Education OR
- Diploma in Administration or any other relevant field is required.

Experience:

- Previous experience in invigilation of the above mentioned examinations or similar examinations. Kindly indicate the number of years and level of examination invigilated.

2. Requirements for Chief Invigilators

Qualification:

- A minimum of a Bachelor Degree in Education OR
- A Bachelor's Degree in Administration and Management or any other equivalent field is required.

Experience:

- Previous experience in supervision as Chief Invigilator of the above mentioned examinations or similar examinations is required. Kindly indicate the number of years and level of examination invigilated.

Duties/ Responsibilities

Successful applicants will;

1. Prepare for and supervise live examinations to ensure that candidates write examinations under a conducive, free and fair environment;
2. Ensure that examination rooms are prepared for the candidates to write the examinations; as per the BEC Conduct of Examinations Guidelines and the respective examination body's guidelines;
3. Ensure that examinations are written under a conducive environment; clean rooms, no external noise, sessions are timed correctly, properly account for examination materials etc;
4. Ensure that candidate are aware of the rules and regulations governing the conduct of examinations and abide by them;
5. Ensure that each candidate is provided with adequate examination materials appropriate for each subject;
6. Ensure that no acts of malpractice or maladministration occur; candidates do not copy, collude or cheat in any way;
7. Conduct themselves in a professional manner at all times during the examination and handle candidate's queries promptly.

Short-listed applicants will be expected to go through training/orientation

Closing Date and Application Instructions

Suitably qualified candidates are invited to submit by email to the Region they are applying to; typed application letters, detailed and updated curriculum vitae, and names of two (2) referees, certified copies of certificates, transcripts and Omang at the close of business on the **29th August, 2025**.

NB; The Preferred mode of submission/delivery is by email as follows:

Francistown: openschooling-francistown@staff.bou.ac.bw

Palapye: openschooling-palapye@staff.bou.ac.bw

Gaborone: hrgc@staff.bou.ac.bw

Maun: openschooling-maun@staff.bou.ac.bw

Kang: openschooling-kang@staff.bou.ac.bw

For inquiries, please contact Regional Campuses at;

- **Francistown Regional Campus - Contact 2418383**
- **Gaborone. Regional Campus - Contact 3646123**
- **Maun Regional Campus - Contact 6865621**
- **Kang Regional Campus - Contact 6517248**
- **Palapye Regional Campus - Contact 4924024**

We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation will not be considered.