

EXTERNAL ADVERTISEMENT



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EXAMINATIONS AND ASSESSMENT OFFICER

The mandate of the Botswana Open University (BOU) is to make education accessible to all Botswana, especially out-of-school youth and adults, using open and distance learning (ODL) methods. This means providing flexible learning environments that cater for diverse needs and preferences, allowing individuals to study at their own pace and convenience. The University's mission is to offer quality education, research, and community engagement through ODL solutions.

Botswana Open University (BOU) requires a suitably qualified and duty-conscious person for the Position detailed below:

Main Purpose of the Job

Coordinates the planning and implementation of examinations in a Regional Office by overseeing the scheduling, timetabling, invigilation and administration of examinations to ensure efficiency and effectiveness. Ensures that assessment data and records are maintained accurately for the University to achieve its strategic goals

Qualifications, Experience & Competencies

- Degree in Education or a degree with a postgraduate Diploma in Education.
- At least 5 years of teaching experience, 3 years of marking experience at tertiary level, and experience as a Senior Examiner.

Key Performance Areas

- Coordinates the conduct of examinations in a Regional Office by working with different sections within the Regional Campus as well as the Headquarters to ensure that examinations are effectively scheduled.
- Manages continuous assessment cycles and ensures accurate record-keeping.
- Manages the computerised examination scheduling system for efficient examination implementation in the Region.
- Collects data and prepares activities for the Region's examination scheduling system by preparing, coding and verifying requirements to ensure problem-free examinations.
- Notifies learners eligible to write examinations, including confirmations of inclusion or withdrawals in accordance with university standards to ensure the smooth conduct of examinations to meet learner needs.
- Disseminates examination information for the University and partner institutions to staff and students to ensure coordinated effort to guarantee examination success.

- Liaises with staff, students and other stakeholders to deal with complaints, queries and appeals about University Examinations in accordance with applicable standards to ensure successful examination implementation
- Compiles and disseminates relevant statistics on examination entry and results to the office of the Regional Director, Student Services for integration with information from other Regions.

Competencies

- Practical experience in administering and managing tertiary examinations is essential.
- Ethical and conscientious
- Good computing skills

Remuneration

Botswana Open University pays rates that are commensurate with qualifications, experience and responsibilities attached to the position.

How to apply

Interested persons who meet the above-stated requirements should email their applications together with copies of their current Curriculum Vitae, relevant certified copies of certificates, Omang and two recent references by the closing date to the following email address: recruitment@staff.bou.ac.bw

Applications should be addressed to:

Director, Human Resources
Botswana Open University
Private Bag BO 187, Gaborone
Tel: 3646024/29

Closing Date: 31st October 2026

"Data Privacy: Botswana Open University will process your personal information in accordance with applicable data protection laws for legitimate recruitment and selection purposes. For more information, please refer to our Privacy Notice available on our website."