



DIVISION: REGISTRAR

DEPARTMENT: EXAM AND GRADUATION

**POST: INVIGILATOR x 120
PAY-BY-CLAIM**

POST NO: 3063

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Report to the exam office prior to each exam session;
- Keep exam papers and materials secured at all times;
- Ensure that exam venues are set out to standard;
- Admit students into exam venues;
- Identify, seat and instruct students in the conduct of their exams;
- Distribute exam papers and materials to students and to deal with candidate queries;
- Numeracy required.

APPLICATION CRITERIA:

Qualification/Experience:

- Grade 12, with
- Any other qualification beyond grade 12 attained from any SAQA-accredited institution;
- Experience as an invigilator at Vaal University of Technology would be considered first;
- Age requirement of between 25 – 60 years;
- Unemployed graduates;
- Not currently registered or recently graduated (at least within two years) students at VUT.

Skills:

- Accurate and attention to detail;
- Flexible approach to work;
- Ability to relate to staff and students;
- Ability to work under pressure;
- An understanding of examinations processes;
- Effective oral/written communication skills;
- Report writing skills;
- Good numeracy skills.

CLOSING DATE FOR APPLICATIONS: 23 August 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za <https://www.vut.ac.za/wp-content/uploads/2023/03/VUT-Application-for-Employment-form-Final-002.pdf>
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to thokozanit1@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Intern: Mr Thokozani Tefu, Tel 016 950 9105 / email address: thokozanit1@vut.ac.za

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

