



EXTERNAL INVIGILATORS VACANCIES

Central Exams

Admin Centre

Session Rate: R279.00 per session

REQUIREMENTS:

- Matric or NCV Level 4
- Recognised M+3 National Diploma/ Degree
- Computer skill in MS Office (Word, Excel, PowerPoint, Outlook)
- Experience in invigilation will be an added advantage.

KEY PERFORMANCE AREA

- Admission and exit of candidates to and from the examination room;
- Managing examination answer books;
- Handling of question papers;
- Detect and Declaring irregularities;
- Report writing;
- Packing of the examination answer books by the Invigilators after each session;
- Counting of examination stationery.

COMPETENCIES:

- Positive attitude, with the ability and willingness to learn;
- Fluency in written and spoken English;
- Excellent interpersonal and communication skills;
- Good organizational, administration, planning and time management skills;
- Ability to work effectively under pressure and without immediate supervision.

Closing date for applications: 16 October 2026 at 14:00

Candidates who are suitably qualified for the above positions should submit an official application form Z83), a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID, **such copies need not to be certified when applying for a post.** Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references to: **Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London.** Failure to submit the required documents mentioned above or late submission, your application will not be considered.

For enquiries: Ms L. Jongidiza on 043 880 0177

Application forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks, please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.



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Department:
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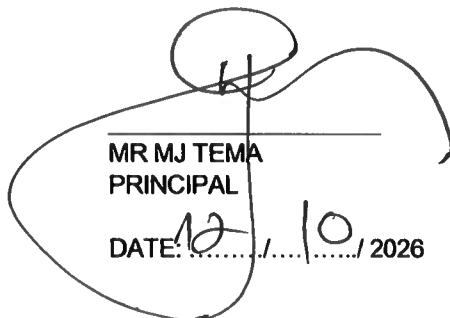


BUFFALO CITY
TVET COLLEGE


MRS L JONGIDIZA
ACTING AD: HRA&D


MR N MKHANGELWA
ACTING AD: EXAMS


MR Z CHOLA
DP: CORPORATE SERVICES


MR MJ TEMA
PRINCIPAL
DATE: 12 / 10 / 2026

EXTERNAL INVIGILATION VACANCIES ADVERT