



ADVERTISEMENT – EXAMINATION ASSISTANTS

On behalf of the Department of Higher Education and Training, Coastal KZN TVET College (Umbumbulu campus) invites suitable candidates to apply for the following temporary positions – Examination Assistants (EAs):

Purpose

The purpose of these positions is to support the external examinations marking processes that will be hosted by the campus. Successful candidates will perform duty between the period 12 November to 15 December 2022.

Applicants must be residing within the vicinity of Umbumbulu campus since the duties will be performed up to late hours in the evening. Successful applicants will be remunerated at Departmentally approved rates.

Post: Data Capturers

Requirements:

- Must be employed by Umbumbulu campus and performing duty in data capturing related unit. Successful applicants will only claim for duties performed after their normal college working hours and duty performed during weekends.

Duties:

1. Capture candidate's marks.
2. Provide support to marking centre management when need arises.

Post: Script controllers

Requirements:

1. Must be a South African citizen
2. Must have completed NC (V) Level 4, NSC or N6.
3. Must not be a registered student in a TVET college.
4. Must not be a candidate who sat for the exam that is being marked.
5. Must be under 35 years.
6. College Admin Officials must not be recommended as EAs

Duties:

1. Receive and control examination answer books from courier services
2. Verify information submitted with examination answer books
3. Perform quality control during and after marking of examination answer books
4. Provide support to marking centre management when need arises.

PLEASE NOTE:

Applications must be submitted on the application form obtainable from Umbumbulu campus and should be accompanied by a recently updated comprehensive CV (inclusive of three references and contact details), certified copies (not older than three months) of all qualifications and ID document.

Please quote the relevant name/title of the post you are applying for.

Closing Date: 20 September 2022 at 12:00. Applications received after the closing date as well as those faxed or emailed will **NOT** be accepted.

Females and people with disabilities are particularly encouraged to apply. The college is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of these positions. Officials who are employed by the Campus as interns will not be considered.

Due to large volumes of applications expected, the Campus will not acknowledge receipt of applications. If you do not receive any response by the 14th October 2022, kindly accept that your application was unsuccessful. Successful applicants will **not** be reimbursed for costs incurred during traveling to and from the campus when performing duty.

Applications for the above positions should be hand delivered to the address below:

Coastal KZN TVET College (Umbumbulu Campus)
50051 Mfundu Mngadi Drive
KwaMakhutha
Amanzimtoti
4126

Any queries regarding the above positions may be directed to Ms ES Mhlongo (DMCM Admin) or Mr Nkululeko Nxumalo (EA in the MCM Office) on Tel number (031) 9057200