



IDM invites applications from suitably qualified and experienced individuals for the following position tenable in Francistown/Gaborone

## EXTERNAL INVIGILATORS

The Institute of Development Management (IDM) was established in 1974 as a regional institution by the Governments of Botswana, Lesotho, and Eswatini (“participating member states”.) IDM has shaped the futures of many Batswana with executive development courses and long-term training, and continues to achieve its mandate through helping public and private organizations to meet their management needs through Education, Training, Consulting, and Research Services. IDM Botswana has campuses in Gaborone and Francistown.

IDM, therefore, invites applicants from suitably qualified and experienced individuals for the above position:

### MAIN PURPOSE OF THE JOB:

- Responsible for the maintenance of order and conduct examinations in a conducive examination venue in accordance with set rules, regulations and procedures for examination administration at IDM.

### DUTIES AND RESPONSIBILITIES

- Prepare for and supervise live examinations to ensure that candidates write examinations in a conducive, free, and fair environment.
- Ensure that examination rooms are prepared for the candidates to write the examinations as per the IDM regulations and procedures for the administration of examinations.
- Ensure that candidates are aware of the rules and regulations governing the conduct of examinations and abide by them.
- Ensure that each candidate is provided with adequate examination materials appropriate for each module.
- Ensure that no acts of malpractice or maladministration occur that is candidates do not copy, collude, or cheat in any way.
- Conduct themselves in a professional manner at all

times during examinations and handle candidate queries promptly.

### QUALIFICATIONS:

- Bachelor’s degree in Education, Post-graduate Diploma or related qualification.

### EXPERIENCE:

- Previous Experience in invigilation at national or international examinations tertiary level in other reputable organizations.

### COMPETENCIES

- Punctuality
- Alertness
- Teaching Experience

### REMUNERATION

IDM offers a wide range of competitive benefits.

### APPLICANTS:

If you feel you meet the profile of the required candidate and you are interested in the job, you may email your application to [recruitment@idmbls.ac.bw](mailto:recruitment@idmbls.ac.bw) including a copy of ID, curriculum vitae, certified copies of academic records, and three references.

**Closing Date: 18<sup>th</sup> October 2024**

**Closing Time: 1630hrs**

**NB: ONLY SHORTLISTED APPLICATIONS WILL BE RESPONDED TO.**