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Gauteng's Department of Education: Examination Assistants 2025

Description

Gauteng's Department of Education is seeking Examination Assistants to support various tasks related to the examination process. As part of this role, you will play a crucial part in ensuring the smooth administration and conduct of examinations.

Responsibilities

- Assist in the setup and preparation of examination venues.
- Distribute examination papers and materials to candidates.
- Monitor examination sessions to ensure compliance with regulations and procedures.
- Provide assistance and support to candidates during the examination.
- Collect and securely manage completed examination scripts and materials.
- Report any irregularities or issues during the examination process to the appropriate authorities.
- Assist with logistical and administrative tasks related to examinations.

Qualifications

- Matric certificate or equivalent qualification.
- Good communication and organizational skills.
- Attention to detail and accuracy in following procedures.
- Ability to maintain confidentiality and act responsibly in examination environments.
- Willingness to work according to examination schedules, which may include weekends or extended hours during examination periods.

Job Benefits

- Opportunity to contribute to the education system's integrity and fairness.
- Gain valuable experience in examination administration and processes.
- Potential for further involvement in educational support initiatives.
- Competitive remuneration as per departmental guidelines.

Contacts

Qualified and interested candidates are encouraged to apply by submitting their resumes along with a cover letter indicating their interest in the Examination Assistant position at Gauteng's Department of Education. Applications can be sent through the department's official application portal or emailed to the designated address.

Gauteng's Department of Education is an equal opportunity employer committed to diversity and inclusivity in its workforce.

Hiring organization

Gauteng's Department of Education

Employment Type

Intern

Duration of employment

3 Months

Industry

Primary and Secondary Education

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

April 14, 2025

Valid through

03.12.2026