

## **Advert for Invigilators – Botswana**

We are looking for suitably-qualified and experienced people to join our team of examinations invigilators.

### **Minimum Qualifications**

Diploma (or its equivalent) in any discipline

### **Competencies**

- Ability to communicate effectively with customers in English
- Able to present information clearly and logically
- Able to deal with peers and customers in a pleasant but firm manner
- Able to deal with challenging circumstances
- Ability to meet deadlines and keep to schedules
- Ability to effectively handle large and diverse groups of people

### **Additional essential competencies**

- punctuality
- alertness and attentiveness
- team working

### **Application procedure**

To apply for the available vacancies you need to:

1. Download and familiarize yourself with the **job description** from the website [www.britishcouncil.org/africa-vacancies](http://www.britishcouncil.org/africa-vacancies)
2. Download and complete the **application form** from the website [www.britishcouncil.org/africa-vacancies](http://www.britishcouncil.org/africa-vacancies). Please write the job title in the subject line.
3. Please read the **child protection policy** agreement, download, sign and forward with the application. Applications without an accompanying signed child protection policy agreement will not be considered.

### **Application deadline**

Applications may be submitted by email to [general.enquiries@britishcouncil.org.bw](mailto:general.enquiries@britishcouncil.org.bw) OR by fax to +267 395 6643 on or **before 3<sup>rd</sup> November, 2014**. Applications received after this deadline will not be considered.

*N.B. We welcome applications from all sections of the community. We guarantee an interview to disabled candidates who meet the essential criteria. Only shortlisted applications will be responded to.*