



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: **Mr Z. Lolwana**. Tel: **040 608 7067**. Email: zuko.lolwana@ecdoe.gov.za
Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

**TO: CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
DEPUTY DIRECTORS
TEACHER UNIONS / ORGANISATIONS**

DATE: 28 FEBRUARY 2023

ADVERTISEMENT OF POSTS FOR MARKING CENTRE MANAGERS AND IRREGULARITY INVESTIGATORS FOR 2023/24 NATIONAL SENIOR CERTIFICATE (NSC) AND SENIOR CERTIFICATE (SC) MARKING SESSIONS.

1. Application for Appointment as a Centre Manager in an approved Marking Centre for the marking of Grade 12 NSC scripts.
2. Application for Appointment as an Irregularities Investigator in an approved Marking Centre for the marking of Grade 12 NSC scripts.

Read the Instructions on Application Forms.

NB: All officials are requested to check the Application Forms carefully to verify that only competent qualified Examinations & Assessment and Curriculum DCES's and SESs applied for these important positions.

Application forms to be handed in at **DISTRICT OFFICES, Assessment and Exams Section**. Verification to be done at District level by the CES Curriculum.



3. WHO QUALIFIES TO APPLY AS MARKING CENTRE MANAGER?

- Deputy Chief Education Specialists (DCES's) who are appointed in the Examinations & Assessment and Curriculum sections at Provincial and District offices.
- Senior Education Specialists (SESs) who are appointed in Examinations and Assessment Chief Directorate at district offices with an experience as IRR officers.

4. WHO QUALIFIES TO APPLY AS IRREGULARITY INVESTIGATOR?

- Deputy Chief Education Specialists (DCES's) and SES's who are appointed in the Examinations & Assessment and Curriculum sections at Provincial and District offices.

5. REQUIREMENTS FOR MARKING CENTRE MANAGERS

APPLICANTS MUST:

- have extensive knowledge of policies and regulations pertaining to the conduct, administration and management of assessment and examinations.
- have at least a recognized 3 year post matric qualification.
- be in the employment of the Eastern Cape Department of Education.
- have experience in dealing with examination processes management.
- have excellent report writing skills.
- have excellent communication skills.
- be computer literate.
- be able to supervise.
- be a good organizer.
- be able to work long hours.
- be able to handle pressure.
- be able to accept authority.
- have experience in examination related work: mark sheet control, script control, handling irregularities at school, District level, etc.
- have experience in managing a Marking Centre.
- Have an experience as IRR Officers in the marking centre.



6. REQUIREMENTS FOR IRREGULARITY INVESTIGATOR

APPLICANTS MUST:

- have extensive knowledge of policies and regulations pertaining to the conduct, administration and management of assessment and examinations.
- have at least a recognized 3 year post matric qualification.
- be in the employment of the Eastern Cape Department of Education.
- have experience in examination related work: mark sheet control, script control, handling irregularities at school, District level, etc.
- have an ability to investigate and gather evidence on irregularity cases identified at the marking centre.
- have excellent report writing skills.
- have excellent presentation/communication skills.
- be computer literate.
- be a good organizer.
- be able to work long hours.
- be able to handle pressure.
- have experience in managing irregularities at a Marking Centre.

7. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete or illegible applications.
- Application forms received at the District Office after **24 March 2023**.
- Application forms received at the Provincial Office after **31 March 2023**.

8. EVALUATION OF MARKING CENTRE MANAGEMENT

All Marking Centre Managers and the Irregularity Investigators shall be evaluated at the end of the marking process/session, and this may influence future appointments.

8.1. A ONE PAGE CV MUST ACCOMPANY THE APPLICATION FORM

8.2. All the information given in an application form will be **verified** with the **database** in the **Provincial Office**.

8.3. Shortlisting will be done at head office.

8.4. Interviews/competency test may be conducted online by panels constituted by the relevant stakeholders



9. APPLICATION FORMS

9.1. CENTRE MANAGER: ANNEXURE 1.

9.2. IRREGULARITY INVESTIGATOR: ANNEXURE 2.

10. IMPORTANT DATES TO NOTE:

DATE	ACTIVITY	RESPONSIBILITY
24 March 2023	Closing date for submission of application forms to Districts	Applicants to District Office
31 March 2023	Closing date for submission of application forms to H/O	Districts to Head Office

11. Co-operation of all relevant education stakeholders in this important process is both anticipated and appreciated.

Yours in Education

DDG: CURRICULUM MANAGEMENT & DELIVERY
MR R. TYWAKADI

28 February 2023
DATE



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**APPLICATION FORM: CENTRE MANAGER
GRADE 12 NSC EXAMINATIONS: 2023/24**

CLOSING DATE: 24 MARCH 2023

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Attach **certified copies** of qualifications and ID Document to this form.
2. Attach colour ID size photo.
3. Attach a CV detailing highlights on your experience with examinations related activities.
4. Any person found to have given fraudulent information will not be considered for the position applying for

PERSONAL INFORMATION

PERSAL No.																			ID No												
Surname												First Names																			
Title		Initials													Postal Address																
Tel. No. (W)																															
Tel. No. (H)												Postal Code																			
Cell Number																															
Present Post	<input type="checkbox"/> DCES					<input type="checkbox"/> SES					<i>Payment will be done as stipulated in the PAM (as amended)</i>																				
District Name/Head Office Section																															

MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2020		
2021		
2022		

EXAMINATIONS RELATED ACTIVITIES





RESPONSIBILITIES OF A CENTRE MANAGER

1. The specific responsibilities of the Centre Manager are to:
 - ensure that the advance planning of the Marking Centre such as inspection of required physical facilities, menus, security, stationery, and communication facilities are conducted,
 - link with the principal of the institution in all matters related to the contract between the Department and the institution,
 - meet regularly with Chief Markers and Marking Moderators and communicate clearly what is expected of them,
 - monitors the progress in relation to marking and flow of mark sheet.
 - work closely with the personnel at the marking centre.
 - ensure that all Chief Markers' and Marking Moderators submit their plans before they start marking and reports before they leave the Marking Centre.
 - monitors the Capturing Centre of marks.
 - prepare a Composite Marking Centre report and submit all reports to the CES: Marking Processes at the Provincial Office on the day of the closing of the Marking Centre.

2. The Centre Manager is accountable for the smooth running of the Marking Centre and to ensure it operates effectively and efficiently.

3. The Centre Manager shall make every effort to perform his/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Centre Manager and the Department.

4. The Centre Manager shall make sure that all marking centre personnel have been evaluated at the end of a Marking Centre and this may influence future appointments.

Print Name (*Applicant*)

Signature

Date

Recommended		Not recommended	
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Comments:

Print Name: Director / CES

Signature

Date

Provincial Office use only

RECOMMENDED		NOT RECOMMENDED		
If not recommended provide reason/s:				
CHAIRPERSON OF THE PANEL: (PRINT SURNAME & INITIALS)		SIGNATURE:		DATE:



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**APPLICATION FORM: IRREGULARITIES INVESTIGATOR
 GRADE 12 NSC EXAMINATIONS:2023/24**

CLOSING DATE: 24 MARCH 2023

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

- 1.. Attach **certified copies of qualifications** and ID Document to this form.
2. Attach colour ID size photo.
3. Attach a **CV**, detailing highlights on your experience with examinations related activities.
4. Any person found to have given fraudulent information will not be considered for the position applying for.

PERSONAL INFORMATION

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Tel. No. (H)																					Postal Code																				
Cell Number																																									
Present Post	<input type="checkbox"/> DCES										<input type="checkbox"/> SES										<i>Payment will be done as stipulated in the PAM (as amended)</i>																				
District Name/Head Office Section																																									

MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2020		
2021		
2022		

EXAMINATIONS RELATED ACTIVITIES



RESPONSIBILITIES OF IRREGULARITIES OFFICERS

1. The specific responsibilities of the Irregularities Officer are to:
 - investigate all irregularities committed by both officials and learners referred to them,
 - sort out all administrative irregularities immediately,
 - investigate all cases at the Marking Centre and try to resolve them speedily by liaising with the Provincial and District Offices and even principals to get more clarity on such cases,
 - complete a comprehensive report of all the irregularities identified at the Marking Centre and the action recommended thereof,
 - submit the report to the CES: Policy compliance at the end of the marking session.
2. Irregularities Officer is accountable for the co-ordination of all activities patterning the identification of irregularities committed by both officials and learners during the writing of the examinations, the marking process and during the capturing of marks and after thorough investigation recommend a course of action to be taken.
3. Irregularities Officers shall make every effort to perform their duties with diligence so that the terms of this agreement may be mutually rewarding to both the Irregularities Officer and the Department.
4. The Irregularities Officer shall be evaluated at the end of a Marking Centre and this will influence future appointments.

Print Name (*Applicant*)

Signature

Date

Recommended

Not recommended

Comments:

Print Name: **CES**

Signature

Date

Provincial Office use only

RECOMMENDED	<input type="checkbox"/>	NOT RECOMMENDED	<input type="checkbox"/>	
If not recommended provide reason/s:				
CHAIRPERSON OF THE PANEL: (PRINT SURNAME & INITIALS)		SIGNATURE:		DATE: