



## CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: **Ms F. Bikitsha**. Tel: **040 602 7039**. Email: [funiwe.bikitsha@ecdoe.gov.za](mailto:funiwe.bikitsha@ecdoe.gov.za)  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

### ASSESSMENT INSTRUCTION 18 OF 2023

**TO: DEPUTY DIRECTORS – GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
HEAD OF EXAMINATIONS  
CIRCUIT MANAGERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 23 FEBRUARY 2023**

**ADVERTISEMENT FOR THE POSTS OF PRIVATE PROVINCIAL MONITORS THAT WILL BE MONITORING THE GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) AND SENIOR CERTIFICATE (SC) EXAMINATIONS FOR A PERIOD OF 2023 TO 2025**

1. Applications are invited from the qualifying candidates for the post of a Private Provincial Monitor of the National Senior Certificate (NSC) / Senior Certificate (SC) Examinations from October 2023 to June 2025 on a contract basis.
2. Read the Instructions on Application Form.
3. **All applicants should submit application forms with a two-page CV on or before 31 March 2023.**
4. **No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office, Examinations and Assessment Unit.**



## **5. WHO QUALIFIES TO APPLY AS A PROVINCIAL MONITOR?**

- Retired Principals of Grade 12 schools.
- Retired educators who have experience in examination related activities.
- Retired office-based educators who have experience in examination related activities.

## **6. REQUIREMENTS FOR PROVINCIAL MONITORS**

### **APPLICANTS MUST:**

- have extensive knowledge of policies and Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate examination.
- have at least a recognized 3 year post matric qualification.
- have experience in dealing with examination processes management.
- have excellent report writing skills.
- have excellent communication skills.
- be computer literate.
- 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 and district level.
- have valid driving license
- have own transport.



## **7. WHO DOES NOT QUALIFY TO BE A PROVINCIAL MONITOR?**

- Officials who are currently employed by the Eastern Cape Department of Education or any other Department.
- Retired School based educators who do not have experience in the administration of Grade 12 National Senior Certificate.
- Retired Office based educators who do not have experience in the administration of Grade 12 National Senior Certificate.
- Officials who were implicated in Examination irregularities.

## **8. CRITERIA FOR REJECTION OF APPLICATIONS:**

- Incomplete applications.
- Illegible applications.
- Application forms received after the closing date: **31 March 2023.**

## **9. APPLICATION FORM**

- Application form is attached as **Annexure A**
- Attach **certified copies** of qualifications.
- Attach **certified copy of your** ID Document to this form.
- **All documents should be certified by SAPS and the certifying stamp should not be older than 3 months from the closing date.**
- Attach (colour) 2 ID size photos.
- Attach a CV detailing highlights on your experience with examinations related activities.
- **No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office, Examinations and Assessment Unit.**



#### 10. PLEASE NOTE:

- All the information given on an application form will be **verified** with the **database** in the **Provincial Office**.
- Shortlisted applicants will be invited for virtual interviews or online test that will take place in May/June 2023.
- **No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office, Examinations and Assessment Unit on or before 31 March 2023.**
- **Districts will submit all application forms to the Provincial office on 14 April 2023 to Mr JJ Nkosi.**

#### 11. CONCLUSION

The co-operation by all qualifying applicants will be highly appreciated.

**DDG: CURRICULUM MANAGEMENT AND DELIVERY**  
**MR R. TYWAKADI**

23/02/2023  
**DATE**





**RESPONSIBILITIES OF A PROVINCIAL MONITOR**

1. The specific responsibilities of the Provincial Monitors include the following:
  - Monitor the general management of the examination;
  - Monitor the invigilation process;
  - Monitor the condition of examination rooms;
  - Monitor the seating plan of candidates;
  - Monitor the handing out of examination question papers;
  - Monitor the candidates are given ten minutes reading time;
  - Monitor the writing of the examinations;
  - Monitor the collection of question papers;
  - Monitor the collection of examination answer scripts and
  - Monitor the security of examination materials in storage, nodal and distribution points and examination centres.
  - Submit daily reports to the Provincial Co-ordinator.
  
2. The Provincial Monitor is accountable for the smooth running of the examination in all centres that are allocated to him/her and to ensure that procedures are adhered to effectively and efficiently.
  
3. The Provincial Monitor shall make every effort to perform him/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Provincial Monitor and the Education Department.
  
3. The Provincial Office shall make sure that all monitors have been evaluated at the end of a writing session and this will influence future appointments.

Print Name (*Applicant*)

Signature

Date

**Provincial Office use only**

<b>SHORTLISTED</b>	<input type="checkbox"/>	<b>NOT SHORTLISTED</b>	<input type="checkbox"/>
--------------------	--------------------------	------------------------	--------------------------

Comments:

---



---



---

Print Name: **CHAIRPERSON OF THE PANEL**

Signature

Date

**Provincial Office use only**

<b>APPOINTED</b>	<input type="checkbox"/>	<b>NOT APPOINTED</b>	<input type="checkbox"/>	
Comments/Reasons for not appointing:				
<hr/>				
<hr/>				
<b>CHAIRPERSON OF THE PANEL</b>				<b>DATE</b>