



EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

Steve Vukile Tshwete Complex, Zone 6 Zweelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA
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ANNEXURE A

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: 19 MAY 2025

**REQUEST FOR THE APPROVAL OF INTERNAL MEMORANDUM FOR AN
ADVERTISEMENT OF POSTS FOR MARKING CENTRE MANAGERS AND
IRREGULARITY INVESTIGATORS FOR DEC 2025 TO JUNE 2026 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 CES's, DCES's SES,s and Curriculum DCES's and SESs applied for these important temporary positions.

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

1. WHO QUALIFIES TO APPLY AS MARKING CENTRE MANAGER?

- **Chief Education Specialist (CES's) appointed at Examinations and Assessment** and 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 experience as IRR Investigators.

2. 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.
- The applicant must have knowledge of Regulations Pertaining to the conduct, management and administration of the National Senior Certificate Examination.

3. 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 district and marking centre.

4. 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 the district examination office.

5. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete or illegible applications.
- Application forms received at the District Office after **25 July 2025**.
- Application forms received at the Provincial Office after **1 August 2025**.

6. 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.

1 A ONE PAGE CV MUST ACCOMPANY THE APPLICATION FORM

2. All the information given in an application form will be **verified** against the **database** at the **Provincial Office**.

7. APPLICATION FORMS

CENTRE MANAGER: ANNEXURE A.

IRREGULARITY INVESTIGATOR: ANNEXURE B.

8. IMPORTANT DATES TO NOTE:

| DATE | ACTIVITY | RESPONSIBILITY |
|----------------------|--|--------------------------------------|
| 25 July 2025 | Closing date for submission of application forms to Districts at 16h00. | Applicants to District Office |
| 1 August 2025 | Closing date for submission of application forms to H/O at 16h00. | Districts to Head Office |

9. Shortlisting will be done at Head Office.

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

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**

19 May 2025

DATE



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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.
5. The Centre Managers shall be evaluated at the end of a Marking Centre and this will influence future appointments

Print Name (*Applicant*)

Signature

Date

| | | | |
|--------------------|--------------------------|------------------------|--------------------------|
| Recommended | <input type="checkbox"/> | Not recommended | <input type="checkbox"/> |
|--------------------|--------------------------|------------------------|--------------------------|

Comments:

Print Name: Director / 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: |



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ANNEXURE B

APPLICATION FORM: IRREGULARITIES INVESTIGATOR GRADE 12 NSC EXAMINATIONS: DEC 2025 TO JUNE 2026

CLOSING DATE: 25 JULY 2025

[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

| | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|--|--|--|--|--|----------|--|--|--|-------|--|----------------|--|--|--|--|--|--|--|--|--|--|
| 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 | | | | | | | | | | Payment will be done as stipulated in the PAM (as amended) | | | | | | | | | | | |
| District Name/Head Office Section | | | | | | | | | | | | | | | | | | | | | | |

MARKING CENTRE EXPERIENCE

| Year | POSITION | NAME OF MARKING CENTRE |
|------|----------|------------------------|
| 2022 | | |
| 2023 | | |
| 2024 | | |

EXAMINATIONS RELATED ACTIVITIES INCLUDING HANDING OF IRREGULARITIES

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RESPONSIBILITIES OF IRREGULARITIES OFFICERS

1. The specific responsibilities of the Irregularities Officer are to:
 - o investigate all irregularities committed by both officials and learners referred to them,
 - o sort out all administrative irregularities immediately,
 - o 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,
 - o complete a comprehensive report of all the irregularities identified at the Marking Centre and the action recommended thereof,
 - o 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.

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