



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TALETSO
TECHNICAL VOCATIONAL EDUCATION AND TRAINING

SABS
ISO 9001

CENTRAL OFFICE

EXTERNAL INVIGILATORS VACANCIES

Campus Examinations

Lichtenburg Campus: 15 Posts. Ref No Inv/01/25
Lehurutshe Campus: 14 Posts. Ref No Inv/02/25
Session Rate: R270.90 per session
Email to: Lehurutshe.recruitment@taletso.edu.za
Lichtenburg.recruitment@taletso.edu.za

REQUIREMENTS:

- Matric or NCV Level 4
- Recognised M+3 National Diploma/ Degree
- Computer skill in MS Office (Word, Excel, PowerPoint, Outlook)
- Experience in invigilation will be an added advantage.

KEY PERFORMANCE AREA

- Admission and exit of candidates to and from the examination room.
- Managing examination answer books.
- Handling of question papers.
- Detect and Declaring irregularities.
- Report writing.
- Packing of the examination answer books by the Invigilators after each session.
- Counting of examination stationery.

COMPETENCIES:

- Positive attitude, with the ability and willingness to learn;
- Fluency in written and spoken English.
- Excellent interpersonal and communication skills;
- Good organizational, administration, planning and time management skills;
- Ability to work effectively under pressure and without immediate supervision.

Closing date for applications: 28 October 2025 at 15:00

Candidates who are suitably qualified for the above positions should submit an official application form Z83), a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, such copies need not to be certified when applying for a post. Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references. For Lehurutshe Campus, application should be email Lehurutshe.recruitment@taletso.edu.za For Lichtenburg Campus application should be e mail Lichtenburg.recruitment@taletso.edu.za Failure to submit the required documents mentioned above or late submission, your application will not be considered. For enquiries: Lichtenburg Campus contact Mr Mogorwa on 018 632 4317 email:

Mogorwa.L@taletso.edu.za Lehurutshe Campus contact on 018 363 4186 or Plaatjie.G@taletso.edu.za

CENTRAL OFFICE

Telephone: +27(0)18 384 2341/3/4/5/6/50
Facsimile: +27(0)18 3847511

MAFIKENG CAMPUS

Telephone: +27(0)18 384 6213/4/5/6
Facsimile: +27(0)18 3846217

LEHURUTSHE CAMPUS

Telephone: +27(0)18 363 4127/87
Facsimile: +27(0)18 363 3884

LICHTENBURG CAMPUS

Telephone: +27(0)18 632 4317
Facsimile: +27(0)18 632 3364

Private Bag X 128, MMABATHO, 2735; 2766 Dr. Albert Luthuli Road, Kgora Building, Mafikeng
info@taletso.edu.za | www.taletso.edu.za

Full advert is available on our website, www.taletsocollege.edu.za.

The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks, please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.



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Approved by the Principal

22/10/2025
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Date

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