



VACANCY

SUBJECT OFFICER LANGUAGES

SISWATI AND ENGLISH LANGUAGE/FRENCH

Applications are invited from qualified candidates for the above vacant position at the Examinations Council of Eswatini. The incumbent will report to the Product Manager Humanities.

JOB PURPOSE

To develop Exam question papers in subject area

KEY PERFORMANCE AREAS

- Development, revision and implementation of examination syllabus
- Supervision of Examining personnel
- Development of examination papers and exam related documentation
- Malpractice investigation and reporting
- Supervision of Conduct of Examinations, Marking, Grading and Grade Review
- Examination related duties

MINIMUM QUALIFICATION AND EXPERIENCE

- Master's Degree majoring in the relevant subjects plus a professional qualification in Education
- Computer literate
- 5 years' experience as an educationist and having worked in various assessment positions.
- Experience in supervisory role in assessment would be an added advantage.

APPLICATIONS

Applications accompanied by certified copies of academic qualifications, curriculum vitae and traceable references should be submitted to:

The Human Resources Manager

P. O. Box 1394 MBABANE

[Email: humanresource@examsCouncil.org.sz](mailto:humanresource@examsCouncil.org.sz)

Deadline: 03 June 2024

Only shortlisted candidates will be contacted.