



BOTSWANA  
EXAMINATIONS  
COUNCIL

# PRODUCT DEVELOPMENT OFFICER – TWO POSITIONS (12 Months' Contract)

## MAIN PURPOSE OF THE JOB

To plan, organize and coordinate the development of quality assessment procedures and instruments for a subject to ensure valid and reliable assessment of candidates at all levels of examinations.

## KEY PERFORMANCE AREAS

- Match between assessment procedures/syllabuses, assessment instruments and the curriculum.
- Availability of assessment procedures/syllabuses, test blueprints, test plans, grade descriptors, specimen papers.
- Availability of quality question papers and mark schemes.
- Consistency of standards.
- Availability of trained setters and moderators.
- Provision of technical advice during standardization and marking.
- Availability of examination reports.
- Minimal queries on question papers.
- Up- to- date item banks.
- Availability of historical records and archived scripts.
- Maintenance of Security and confidentiality of question papers.
- Compliance with quality assurance standards.

## POSITION REQUIREMENT

Bachelor's Degree and a professional qualification in Education or equivalent qualification.

## EXPERIENCE

A minimum of six (6) years teaching experience at least two (2) of which should have been at a senior level.

### Competencies

- Analytical skills
- Initiative and innovative
- Communication skills
- Team leadership skills
- Editorial skills
- Interpersonal skills
- Technical Expertise

## COMPENSATION/BENEFITS

BEC offers a competitive package commensurate with the candidate's qualifications and experience.

Suitably qualified candidates should quote the title of the position on the subject and submit the following: typed application letter, updated curriculum vitae, and names of two (2) referees, certified copies of certificates, transcripts, and Omang to [recruitment@bec.co.bw](mailto:recruitment@bec.co.bw) on or before the close of business on the **28th October 2021**.

### The letter shall be addressed to:

The Director, Human Resources  
Botswana Examinations Council  
Plot 54864, KT Motsete Road,  
P/Bag 0070,  
Gaborone

**Telephone No:** 365 0700

*We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or sent by fax or any means other than the supplied e-mail will not be considered.*

 Botswana Examinations Council

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