



VACANCY

DIRECTOR, PRODUCT DEVELOPMENT AND STANDARDS

Main Purpose of the Job

To plan, organise, manage, control and direct the development and implementation of operational policies, strategies, processes and procedures for the development of assessment instruments and operational documentation and to ensure that appropriate quality and standards are maintained for school and any other examinations in strict compliance with education policies to promote quality education in Botswana.

Key Results Areas

1. Appropriate assessment policies and procedures are developed and updated as needed
2. Required assessment instruments, reports and records are accurate and timely
3. Availability of up-to-date item banks
4. Availability of historical records and archived scripts
5. Minimise queries on question papers
6. Security and confidentiality of question papers
7. Meet stakeholder expectations
8. Training and development of staff
9. Cost effective use of departmental budget
10. Compliance with quality assurance standards

Position Requirements

Education: Bachelor's Degree in Education plus a Master's Degree in Educational Measurement or Related. A Doctoral Degree in Educational Measurement would be preferred.

Experience: A minimum of 10 years' experience in an educational assessment field with practical experience in the design and development of a wide range of assessment tools and instruments atleast five (5) of which should have been at a managerial level. In addition, atleast six (6) years teaching experience is essential.

Competencies

- Strategic orientation
- Team leadership
- Results focused
- External Environment Awareness
- Excellent communication skills, Impact and Influence
- Decisive and Assertive
- Development and empowerment of others

Remuneration

BEC offers a competitive salary commensurate with the candidate qualifications and experience.

Suitably qualified candidates are invited to submit typed application letters, detailed and updated curriculum vitae, names of **three (3)** referees, two of which must be work related and certified copies of certificates including the transcript and Omang by **22nd December 2017** to:

Director Human Resource,
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 which are sent via email will not be considered.