



VISION

Shape and own the future

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

MISSION

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

DEPARTMENT OF EXAMINATION

INVIGILATORS – REF: AX01

Key Performance Areas:

- Distribution and balancing of scripts.
- Distribution of attendance certificate.
- Assist students in finding their seats.
- Head count candidates seated for examination.
- Management of confidentiality.
- Record management.

Minimum Requirements:

- Three-year qualification (NQF Level 6) or equivalent
- A minimum of one (1) year experience in invigilating of tests or examinations.

Recommendations

- Advanced Diploma (NQF Level 7) or equivalent.
- Retired teachers
- Driver's License Code 8

Competencies

- Customer care
- Accuracy and attention to details.
- Responsibility and accountability
- Team player and leadership
- Teachable spirit and eagerness to learn.
- Ability to communicate effectively with student and staff.

Remuneration: R60.00 Per hour (No benefits)

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from www.mut.ac.za); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records including matriculation certificate (**Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa**), proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license (where applicable) (e)certified copy of the identity document. ; and (f) names of three contactable referees to: Department of Human Resources and Development, via email: exams@mut.ac.za.

No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will not be considered.

Only shortlisted candidates will be contacted. If you don't hear from MUT within 3 months, please deem your application unsuccessful.

Enquiries may be directed to:

Tel: (031) 907 7270 or (031) 819 9461

Closing Date: 08 August 2025

Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities.

The University reserves the right NOT to make an appointment.