



IDM invites applications from suitably, qualified and experienced individuals for the following position tenable at the Gaborone Campus.

## ASSESSMENT COORDINATOR (3 YEAR FIXED TERM CONTRACT POSITION)

The Institute of Development Management (IDM) was established in 1974 as a regional institution by the Governments of Botswana, Lesotho, and Eswatini (“participating member states”). IDM has shaped the futures of many Batswana with executive development courses and long-term training, and continues to achieve its mandate through helping public and private organizations to meet their management needs through Education, Training, Consulting, and Research Services. IDM Botswana has campuses in Gaborone and Francistown.

IDM, therefore, invites applicants from suitably qualified and experienced individuals for the following position:

### ASSESSMENT COORDINATOR (3 YEAR FIXED TERM CONTRACT POSITION)

The main purpose of the job is to;

- Supervise the conduct of assessments from organisation to issue of results.
- Create a proper working environment for the division, and manage its resources for achieving its goals and objectives.

### DUTIES AND RESPONSIBILITIES

- Participate in the preparation of IDM operating plans and coordinate the preparation of the division annual budgets.
- Develop, review and ensure implementation of relevant strategies for the division’s mandate.
- Align the division’s operations with IDM mission, vision, and, values.
- Ensure provision of service in line with service level agreements.
- Advise Assistant Director, Country Director or Local Board on assessment matters.
- Take part in any local board committee or internal working groups as may be

required.

- Undertake any other duties as delegated by Assistant Director, Country Director, or Local Board
- Supervise the registration of learners into examinations.
- Ensure that information is provided to learners on examinations dates and venues.
- Resolve examination clashes.
- Supervise training of examination invigilators.
- Facilitate the appointment, training, and monitoring of external moderators.
- Act as Chief Invigilator to monitor the overall conduct of the examinations and oversee the marking process.
- Supervise the preparation of transcripts for students.

### QUALIFICATIONS AND EXPERIENCE

#### Qualifications:

- At least a Degree in Education from a recognised Institution or any other equivalent qualification acceptable to IDM Botswana.

#### Experience:

- A minimum of 5 years of experience in administration and management of assessments/ examinations within a training/ education environment, with 2- 3 years in a supervisory position.

#### Competencies

- Knowledge in assessment rules, regulations, procedures, guidelines, processes, principles, and practices.
- Computer literate, experience with systems and applications relevant to own work area.
- Creativity, innovation, flexibility, and analytical thinking
- Results-oriented and performance-driven
- Decisiveness and assertiveness
- Communication, influence, and impactful

- Service-oriented and client focus
- Teamwork and interpersonal skills
- Supervisory skills and planning skills

### REMUNERATION

IDM offers a wide range of competitive benefits.

#### APPLICANTS:

If you feel you meet the profile of the required candidate and you are interested in the job, you may submit your application including a copy of ID, curriculum vitae, certified copies of academic records, and three references to the:

Human Resource and Administration Manager

P. O. Box 1357

Gaborone

Botswana

#### Or hand delivered to:

IDM Main Campus

Records Management Office

#### Or Email to:

[recruitment@idmbls.ac.bw](mailto:recruitment@idmbls.ac.bw)

**Closing Date: 30th September 2022**

**Closing Time: 1630hrs**

**NB: ONLY SHORTLISTED APPLICATIONS WILL BE RESPONDED TO.**

