

Expression Of Interest Part-Time Examination Invigilators

The Office of the Registrar at the Namibia University of Science and Technology (NUST) invites applications for Part-Time Examination Invigilators to support the University during its internal examinations and tests at the Main Campus in Windhoek for a period of two (2) years.

The examinations are scheduled to take place during the following periods:

- 19 October – 06 November 2026
- 30 November – 09 December 2026
- 01 June – 12 June 2027
- 06 July – 17 July 2027
- 19 October – 06 November 2027
- 30 November – 09 December 2027

A maximum of **three (3) sessions of approximately 3–4 hours each, per day**, may be scheduled. Examination sessions will be conducted from **Mondays to Saturdays** during the following times:

- 08:00 – 11:00
- 13:00 – 16:00
- 18:00 – 21:00

Depending on the examination timetable and allocated sessions, Part-Time Examination Invigilators may be required to report for duty as early as 07:00 and/or remain on duty until approximately 21:30 during the examination and test periods running throughout the semester.

PART-TIME EXAMINATION INVIGILATORS DUTIES AND RESPONSIBILITIES

Part-Time Examination Invigilators will be responsible for:

- Monitoring and supervising examination sessions (invigilation).
- Assisting with the entering of students into the venue through scanning.
- Assisting with the preparation and arrangement of examination venues.
- Assisting with the collection and tallying of attendance slips and examination answer scripts.
- Ensuring that candidates comply with examination procedures and regulations.
- Reporting any examination irregularities or incidents to the relevant officials.
- Receiving and signing off examination answer scripts and attendance slips.
- Sorting examination answer scripts accordingly.
- Ensuring that examination answer scripts are properly signed off by the respective lecturers and moderators.
- Maintaining accurate records of all collected examination answer scripts.
- Assisting with the secure handling and control of examination answer scripts

CAMPUS WHERE PART-TIME EXAMINATION INVIGILATORS ARE REQUIRED

Windhoek, NUST Main Campus

WHO SHOULD APPLY?

This Expression of Interest is open to retired teachers and candidates who meet the following requirements:

- A minimum of a Degree in Education
- **Must be 50 years of age or older.**
- Ability to respond promptly when called upon for examination or test duties.
- Honest, trustworthy, and responsible.
- Good command of **English**, both spoken and written.
- Strong communication and interpersonal skills.
- Professional, reliable, and punctual.
- Ability to work effectively under pressure and adhere to examination procedures.

Only shortlisted candidates will be contacted.

How To Apply

Only hand delivery applications are invited. Kindly submit your application to the NUST Main Campus, Examinations Department, 13 Jackson Kaujeua Street, Windhoek West

Please note: successful candidates will be required to attend a compulsory training session before commencing their examination duties.

Application Period

Monday, 21 September - Wednesday, 23 September 2026

Enquiries:

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