



INTERNAL ADVERTISEMENT

Arrupe Jesuit University invites applications from suitably qualified and experienced persons to fill the following post that has arisen within the institution:

EXTERNAL ONLINE EXAMINATION COORDINATOR (2 YEAR FIXED TERM CONTRACT) (1 POST)

The External Online Examination Coordinator will provide support in coordinating internet-based exams, including Vetasses, British Council, IELTS, PTE Exams, Nextec, Pearson Vue and others; and also play a crucial role in ensuring the accuracy and efficiency of exam administration within the institution.

Duties and Responsibilities

Reporting to the Admissions Officer, the incumbent will be expected to:

- Coordinate and manage the administration of internet-based exams such as Vetasses, British Council exams, IELTS, PTE Exams and Pearson Vue.
- Be the first port of contact for all online examinations queries, either in person or by telephone.
- Manage examination entry process, including gathering information and to ensure that student examination entries are made correctly and on time.
- Monitor the requirements and usage of examinations facilities and materials.
- Produce regular statistical reports for use by relevant management committees.
- Coordinate preparation of examination venues for online exams.
- Also assist in internal AJU Online Exams when necessary.
- Ensure that students with additional needs have appropriate examination arrangements.
- May be required to teach English (IELTS, PTE) as a foreign language on a part time basis.
- Actively serve on the marketing, external relations and hospitality committees to support institutional goals and initiatives.
- Work closely with the Admissions Officer to ensure seamless coordination of exam schedules, resources and student support.
- Provide guidance and assistance to students throughout the exam preparation and administration process.
- Ensure that all exam coordination activities comply with relevant standards and regulations.
- Maintain accurate records of exam coordination activities and prepare reports as required.
- Serve in the following committees: marketing, external relations and hospitality.
- Perform any other duties as required from time to time.

Qualifications and Experience

The ideal candidate must:

- possess a minimum of a first degree in English language/Communication or equivalent;
- have experience in working with foreign institutions and standardised examinations agencies;
- be someone who pays attention to details and hold high ethical and professional standards;
- have an online examination proctor certification from at least two agencies as an added advantage;
- demonstrate a high level of computer literacy and excellent report writing skills;
- be capable of working under pressure with minimal supervision;
- have experience in teaching English (IELTS, PTE) as a foreign language;
- show willingness and determination to follow all protocols and procedures;
- have a flexible schedule, including availability during business hours, weekends and holidays as required;
- possess above-average knowledge of common online exam practices and procedures;
- exhibit strong verbal and written communication skills; and
- demonstrate impeccable integrity and a commitment to upholding standards.

To apply:

Applicants must submit the following: application letter, certified copies of educational certificates, National ID, Birth Certificate and CVs giving full personal information including full name, place and date of birth, qualifications, previous employment and experience, date of availability, telephone number, email address, names and addresses of three (3) referees including emails and addresses to:

**The Human Resources Officer
Arrupe Jesuit University
16 Link Road
Mt Pleasant
Harare**

OR

Email applications to hr@aju.ac.zw

The closing date for receipt of applications is Friday, 28 June 2024. Only shortlisted candidates will be contacted for an interview.

Further inquiries or questions about this advert should be directed to Human Resources Officer through the email address: hr@aju.ac.zw.

NB AJU is an equal opportunity employer as stipulated by its non-discriminatory policy.