



# PROVINCE OF KWAZULU-NATAL DEPARTMENT OF EDUCATION

## ADMINISTRATIVE EXAMINATION ASSISTANTS (TEMPORARY POSITIONS)

Applications are invited from students who are currently registered at tertiary institutions for employment as temporary Administrative Examination Assistants for the following marking sessions:

MARKING SESSION	PERIOD
2020 June Senior Certificate (SCE) / Adult Education and Training (AET)	17/06 – 30 June 2020
2020 October / November National Senior Certificate (NSC) / Adult Education and Training (AET)	27 - Nov- 16 Dec 2020

Applicants are expected to indicate the marking sessions that they are applying for in spaces provided in the application. Applicants are also expected to use the relevant reference number for each district. Applicants are required to complete a Z83 application form for each of the two marking sessions, **ONLY ONE (1) APPLICATION PER MARKING SESSION.**

Please note that successful applicant will only be appointed for **ONE** marking session to work as an Examination Assistant for the above mentioned periods. This means if you are appointed for June Marking Session you will not be considered for November Marking Session. An application will be rendered invalid where two marking sessions are completed on one form.

**Requirements:** Students currently registered at tertiary institutions only. Applicants must be a resident within the area of the marking venue and must have own transport and accommodation.

**Key responsibilities:** Sorting and packing scripts, the movement of scripts within the marking centre and any other duties assigned by the Administrative Manager at the marking venue.

**For enquires and more information:** District Office

**CLOSING DATE FOR APPLICATIONS: 20 MARCH 2020**

### INSTRUCTIONS TO APPLICANTS

Applications must be submitted on Z83 form which is available in the website of the Department of Education (KZN) and District Offices of the Department of Education. Applications must be accompanied by a CV, certified copies of identity document and matriculation certificate as well as an original written confirmation from the tertiary institution that the applicant is currently registered at as a student. Faxed applications will not be accepted. Late applications will not be accepted and any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted timeously. Applications must be made for only one district (district where the applicant resides) and your choice must be clearly indicated on Z83 form.

Forward your application to the respective District Office as per attached list. Failure to comply with the above instructions will lead to applicants being disqualified.

**NB: APPLICANTS MUST FORWARD THEIR APPLICATIONS IN RESPECT OF THE DIFFERENT MARKING SESSIONS AS FOLLOWS:**

- **NATIONAL SENIOR CERTIFICATE / ADULT EDUCATION AND TRAINING EXAMINATIONS (OCTOBER/NOVEMBER) -ALL 12 DISTRICTS**
- **SENIOR CERTIFICATE AND ADULT EDUCATION AND TRAINING EXAMINATIONS (JUNE)- UMLAZI & PINETOWN DISTRICTS**

**Districts where marking centres are allocated:**

<b>NO.</b>	<b>REF NO.</b>	<b>DISTRICT OFFICE:</b>	<b>CONTACT NO.</b>	<b>PHYSICAL ADDRESS</b>	<b>POSTAL ADDRESS</b>	<b>MARKING SESSION</b>
1.	DOE/AMA001	AMAJUBA	(034) 328 4568	113 Panorama Drive, Lennoxton, Newcastle	Private Bag X6618, Newcastle, 2940	2020 Oct/Nov/ National Senior Certificate / AET
2.	DOE/UTH002	UTHUNGULU	(035) 901 1453	Cnr. Maxwell Street and Hancock Avenue, Empangeni	Private Bag X20104, Empangeni, 3880	2020 Oct/Nov National Senior Certificate Adult Education & Training (AET)
3.	DOE/ILE003	ILEMBE	(032)4396363 (032)4396355 (032)4396352	No2 Corner R102&Link Road Ascot Building Kwadukuza 4439	Private Bag 10612 Stanger 4450	2020 Oct/Nov National Senior Certificate Adult Education & Training (AET)
4.	DOE/OTH004	UTHUKELA	(036) 638 8300	46 Settlers Drive, Ladysmith	Private Bag X10041, Ladysmith, 3370	2020 Oct/Nov National Senior Certificate / AET
5.	DOE/PIN005	PINETOWN	(031) 716 2746	41 Voortrekker Street, Ashley, Pinetown	Private Bag X9001, Pinetown, 3600	2020 Oct/Nov National Senior Certificate / AET  2020 June Senior Certificate Examination / AET
6.	DOE/SIS006	HARRY GWALA	(039) 797 3700	JY Building, 8 Main Street Kokstad	Private Bag X3560, Kokstad, 4700	2020 Oct/Nov National Senior Certificate / AET
7.	DOE/UGU007	UGU	(039) 688 8693	17 Andreasan Street, Port Shepstone	Private Bag X860, Port Shepstone, 4240	2020 Oct/Nov National Senior Certificate / AET
8.	DOE/UMG008	UMGUNGUNDLOVU	(033) 341 6443	175 Jabu Ndlovu Street, (Loop Street) PMB	Private Bag X9044, PMB, 3200	2020 Oct/Nov National Senior Certificate / AET

<b>NO.</b>	<b>REF NO.</b>	<b>DISTRICT OFFICE:</b>	<b>CONTACT NO.</b>	<b>PHYSICAL ADDRESS</b>	<b>POSTAL ADDRESS</b>	<b>MARKING SESSION</b>
9.	DOE/UML009	UMLAZI	(031) 327 0402	Truro House 17 Mills Lane Durban	Private Bag X54330, Durban, 4000	2020 Oct/Nov National Senior Certificate / AET  2020 June Senior Certificate Examination / AET
10.	DOE/UMZ010	UMZINYATHI	(034) 219 2105	7 Watt Street, Forrestdale, Dundee	Private Bag X2001, Dundee, 3000	2020 Oct/Nov National Senior Certificate / AET
11.	DOE/ZUL011	ZULULAND	(034) 982 3040 (034)9823000	Stretch Crescent, Vryheid Comp Old Boys Hostel D	Private Bag X9318, Vryheid, 3100	2020 Oct/Nov National Senior Certificate / AET
12.	DOE/ZUL012	UMKHANYAKUDE	(035) 591 2241	Mandla Mthethwa Mthanti area Ndumo 3996	Private bag X2 Ndumo 3996	2020 Oct/Nov National Senior Certificate / AET