

2025 VACANCY

PRIVATSCHULE
SWAKOPMUND



Carpe Diem

ASSISTANT TO THE CAMBRIDGE EXAMINATION OFFICER

Private School Swakopmund (PSS) is an integrated and innovative institution which caters for teaching and learning in smaller groups. Subjects are being taught in accordance with the Cambridge Curriculum.

Our school is now seeking a highly organised, detail-oriented, and self-sufficient individual to **support** the **Cambridge International Examination Officer**. The candidate must be able to work independently, manage multiple tasks efficiently, and maintain a professional, friendly, and patient approach when assisting students and parents while adhering to deadlines.

Commencement date: **01 May 2025**.

Key responsibilities

- Making entries on CIE direct for Examination series.
- Producing estimated costs for Candidates for Examination series.
- Email correspondence with candidates and parents regarding entries as well as communication regarding examination organisation.
- Collecting and filing necessary documents including record keeping.
- List of access arrangements for Examinations Officer.
- Preparation of examination documents and scripts.
- Preparation of the examination hall.
- Assist with courier deliveries and dispatches.
- Overseeing daily operation during the examination.
- Assisting invigilators where necessary.

Skills and experience

- Grade 12 / Matric School Leavers Certificate.
- Experience as a debtor's clerk, or administrator position, and working within a school environment would be an advantage.
- English proficiency in both spoken and written form.
- Ability to work under pressure.
- Telephone skills, general office duties, and clear communication with all stakeholders.
- Proficiency in MS Office (Excel, Outlook, and Word).
- In possession of a valid driver license and own vehicle.
- Residence in Swakopmund.

At our School we value colleagues who

- Make a positive contribution to our **Team Spirit**
- Take **pride** in their job;
- Are **innovative and flexible**;
- Are prepared to **contribute to school activities**;
- Are **loyal and enthusiastic** about our School, its students and their team of colleagues.

Applicants should preferably be Namibian citizens or have the right to permanently reside and work in Namibia.

If you are interested in working in a dynamic team, you are invited to submit your complete application together with at least three references, certified copies of certificates and residence status by electronic mail only, which should be submitted before or on:

Application deadline: 20 March 2025

Private School Swakopmund
PO Box 4053, Vineta, Swakopmund

www.pss.com.na

E-Mail: vacancies@pss.com.na

Shortlisted candidates will be contacted.

