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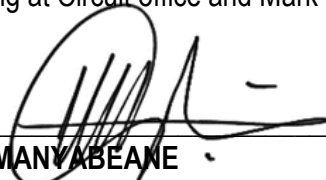
**TO : DISTRICT DIRECTORS
EXAMINATION OFFICIALS
CIRCUIT MANAGERS
NATIONAL YOUTH DEVELOPMENT AGENCY (NYDA)
INSTITUTIONS OF HIGHER LEARNING**

**FROM : MR. C S MANYABEANE
DIRECTOR: PUBLIC EXAMINATIONS AND ASSESSMENTS**

DATE : 25 JUNE 2020

**SUBJECT : INVITATION OF APPLICATIONS FOR EXAMINATION ASSISTANTS (EA'S) FOR 2020
MARKING SESSIONS**

1. Mpumalanga Department of Education will commence with marking session of 2020 in December 2020 or January 2021 and Applicants must be available for an uninterrupted full duration of marking.
2. Applicants for appointment as Examination Assistants for this marking session are hereby invited from suitable candidates and applicants should conform to the following criteria:
 - Must have passed grade 12.
 - Must be registered, at least for the second year at tertiary institution or unemployed graduates.
 - Must be above 18 and not more than 30 years of age.
 - Must not have criminal record.
 - Indigent persons will be prioritized (most needy), including unemployed graduates.
3. Appointments will be distributed to ensure equitable demographic spread of employment opportunities and avoidance biasness.
4. Applicants must attach the following supporting documents or they will not be considered.
 - 5.1 Certified copies of grade 12 certificate / statement of results and ID Copy.
 - 5.2 Proof of current year tertiary registration and latest statement of tertiary results/ copy of tertiary qualification (s).
 - 5.3 Short Curriculum Vitae.
5. Individual application forms may be submitted to Head Office (Public Examinations & Assessments in Valencia)/District/Circuit Offices. Tertiary institutions or individual applications and NYDA may be submitted directly to 07 Magnolia Street, Nanfin Building, Valencia Park, Mbombela or posted.
6. The closing date for the submission of application forms is **07 August 2020**.
7. **Mark applications for attention: Dr HN Mkhwanazi.** Enquiries should be referred to h.mkhwanazi@mpuedu.gov.za or d.mokoena@mpuedu.gov.za. Place application in envelope when submitting at Circuit office and Mark it for Attention to above officials.



Mr C S MANYABEANE
DIRECTOR: PUBLIC EXAMS ANDASSESSMENTS

25 JUNE 2020
DATE



MPUMALANGA DEPARTMENT OF EDUCATION
APPLICATION FORM FOR EXAMINATION ASSISTANT
NSC AND AET L4 EXAMINATIONS

INSTRUCTIONS:

1. All applicants must be registered at tertiary institutions at least enrolled for the second year of studies or may have completed studies but unemployed. **(NB: must attach supporting documents and statement of results).**
 2. Only applicants who are within the age range of 18-30 years must apply.
 3. Applicants should not have criminal record.
 4. An application does not guarantee automatic appointment as this will depend on the number of required Examination Assistants (EA's) for the marking session.
 5. Preference will be given to the indigent (needy) applicants.
 6. The postal address is Private Bag x 11341, Mbombela, 1200.
 7. Physical address is 7 Magnolia Street, Valencia, Mbombela, 1200.
- NB:** verify email address correctness since communication will be sent through email.

Institution of Higher Learning: _____

District: _____ **Circuit:** _____

1. Applicant's Particulars:

1.1 (a) Title: _____ (b) Initials: _____ (c) Surname: _____

1.2 First Names _____

1.3 Residential address: _____

1.4 Email address: _____

1.5 Contact No: _____ Alternative no: _____

1.6 I.D number: _____

1.7 Employment Status ☐ tertiary student ☐ unemployed graduate

2. Qualification: Course Registered/Completed: _____

3. Available to be on duty for the full duration of a marking session?

Yes ☐ No ☐

4. Attach the following documents:

- 4.1 Certified Copy of ID
- 4.2 Copy of Grade 12 certificate/Statement of results
- 4.3 Proof of current tertiary registration.
- 4.4 Statement of tertiary results (current).
- 4.5 Short Curriculum Vitae

APPLICANT'S SIGNATURE

DATE

CIRCUIT MANAGER (Only for circuit applicants)

DATE

DISTRICT EXAMINATION CO-ORDINATOR
Or Students Affairs officer (Tertiary students)

DATE

