



EXAMINATIONS COUNCIL OF ZAMBIA

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced applicants to fill the following vacant position in Examinations Administration Department.

EXAMINATIONS OFFICER – VISUAL IMPAIRMENT (1) ECZ3 HQ

Reporting to the Senior Examinations Officer – Special Education, the Examinations Officer Visual Impairment will coordinate the modification of question papers and marking keys and schemes for all examination levels and other assessment activities.

DUTIES AND RESPONSIBILITIES

- Prepare monthly report and activity reports
- Lead and coach the panel setters and proof readers in the modification process
- Train Item Writers, Assess and evaluate the performance of setters annually
- Coordinate the commissioning of Item Writers according to the laid down time frames where adapted syllabus exists for VI
- Coordinate the panel of setting meetings for question papers where adapted syllabus exists for VI
- Participate in the development and revision of the examination syllabi and assessment
- Provide expert content knowledge with regards to the test development and curriculum
- Transcription of VI scripts
- Edit and proof read modified papers and ensure that they conform to the required standard
- Collate camera ready adapted English papers and prepare for printing
- Develop and review guidelines for the implementation of school based assessment in identified subjects for VI candidates
- Participate in the test development process for other assessments from time to time.
- Coordinate the finalization of marking schemes for adapted English question papers or for VI adapted subjects
- Prepare relevant subject reports for use during modification and grading adoption of standards meetings for all examination levels

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Diploma in Special Education
- Certificate in Visual Impairment
- Minimum 2 years teaching experience in Special Education
- Member of the Teaching Council of Zambia

Applicants who meet the above qualifications are encouraged to submit an application letter, **Verified** copies of Academic and or Professional certificates together with detailed Curriculum Vitae including three (3) traceable referees and day time contact numbers and copy of NRC. All applications must reach the undersigned not later than **18th May, 2022**.

Please note that only successful candidates will be contacted. Electronic applications will not be accepted.

The Council Secretary
Examinations Council of Zambia
Haile Selassie Avenue, Longacres
P.O Box 50432
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