



**UNIVERSITY OF
MPUMALANGA**

Creating Opportunities

The University of Mpumalanga (UMP) is a comprehensive university established to provide a relevant, engaged, and sustainable learning and teaching environment of outstanding academic excellence that meets not only the skills and economic needs of its province and its people, but also those of the country as a whole. UMP invites applications for the following positions:

EXAMINATION INVIGILATORS (37 Mbombela Campus) & (3 Siyabuswa Campus)

MAIN RESPONSIBILITY

The primary role of this position is to ensure that examinations are conducted appropriately and within the correct time frame. Invigilators will supervise students and ensure that UMP examination regulations are adhered to.

N.B.: Appointments will be for the June/July examination sessions and the November/December examination sessions.

MINIMUM REQUIREMENTS

- NQF Level 6 qualification
- Retired teacher or experience in invigilation at an institution of higher learning

KEY PERFORMANCE AREAS

- Enforcing UMP invigilation rules and procedures
- Collection and submission of scripts to and from examination venues
- Ensuring the security of examinations before, during, and after the examination
- Preventing possible candidate malpractice
- Preventing possible administrative failures
- Liaising with the Examination Officer and Main Invigilators

SKILLS

- Good written and basic mathematical skills
- Good verbal communication skills
- Good problem-solving skills

- Good interpersonal skills

PERSONAL ATTRIBUTES

- People-oriented, hardworking, responsible, reliable, creative, and innovative
- Respectful, honest, punctual, and understanding of protocol
- Proven attributes of transparency, integrity, and teamwork
- Team player

Apply by 20 May 2026 at 16:30.

Interviews will take place between 22 and 23 May 2026.

A compulsory training session and set-up of assessment venues will be held on Wednesday, 27 May 2026.

[Click here](#) to apply.

For enquiries/clarity, please contact:

Joy.Nkosi@ump.ac.za OR nokukhanya.Shongwe@ump.ac.za

Please note:

It would be ideal for candidates to reside within a maximum radius of 50 km from the UMP campus where they will perform invigilation duties. Incomplete or late applications will not be considered.