



**TOBAGO HOUSE OF ASSEMBLY**

**JOB DESCRIPTION**

**CONTRACTUAL POSITION**

<b>JOB TITLE:</b>	<b>Examination Operations Officer I</b>
<b>JOB SUMMARY:</b>	
<p>The incumbent will be responsible for assisting in for organizing, co-ordinating the efficient administration of examinations. Work involves participating in the detailed preparation for the conduct of examinations, compiling results, preparing reports on same and maintaining related records and files. Supervision is exercised over a small group of subordinate clerical staff.</p>	
<b>REPORT TO:</b>	Coordinator of Examinations
<b>SUPERVISION GIVEN TO:</b>	N/A
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"><li>• Makes the necessary arrangements for examinations such as preparing or supervising the preparation and issue of press releases, time tables and circular letters to interested parties, checking of entry forms to ensure that all requirements are satisfied, securing suitable examinations centres and accommodation, and making suitable security arrangements for the proper conduct of examinations.</li><li>• Nominates suitable persons for appointment of Examiners, Supervisors and Invigilators and notifies them on appointments.</li></ul>	

- Ensure an adequate supply of stationery and other examination materials at all examination centres.
- Checks scripts for irregularities and report on these, and forwards same to Examiners.
- Prepares and compiles results from examiners, prepares pass list and notifies candidates of results by press release and/or individual notification.
- Issues certified statements of examination attainments as required.
- Prepares statistical and other reports on examinations held and keeps appropriate records of files.
- Adapts to changing examination requirements and implement necessary adjustments.
- Assists in the development and implementation of operational plans for the Examinations Unit.
- Contributes to the identification and resolution of operational challenges.
- Assists in the training of examination personnel on operational procedures.
- Ensures compliance with relevant policies, procedures, and regulations.
- Provides support to the Coordinator of Examinations and other team members.
- Performs related work as may be required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the Trinidad and Tobago education system and the methods and procedures involved in the conduct of various examinations.
- Knowledge of the procedures and methods involved in conducting examinations.
- Knowledge of the principles and techniques of management and education administration.
- Knowledge of Microsoft Office suite and the use of other relevant computer applications.
- Ability to express ideas, both orally and in writing in a clear conscious manner.
- Ability to maintain effective working relationships.

#### **MINIMUM EXPERIENCE AND TRAINING:**

- Training as evidenced by the possession of a Bachelor's Degree in the Social Sciences; or in a related field from a recognized University.