

British Council Bosnia and Herzegovina is looking to hire part-time Exams Assistants.

The British Council is the United Kingdom's international organisation for educational opportunities and cultural relations. Our Exams team delivers a portfolio of exams on behalf of language assessment organisations and education institutions. Please see <https://www.britishcouncil.ba/en/exam> for details.

POSITION

Engagement for this position is part-time per-need basis, with a minimum 24 hour notice in advance. Number of monthly hours is not guaranteed and it varies throughout the year.

Responsibilities:

- Preparation of exam venue and supervision of candidates in exam room
 - Delivering instructions to candidates in English in a clear and confident manner
 - Answering questions from candidates on exam day
 - Ensuring the security and integrity of exams, and strictly following examination procedures
 - Using audio, video and photo equipment to register candidates and deliver exams
 - Troubleshooting possible technical issues with computer based exams
 - Back office administration work such as filing, shredding or sending documents.
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Successful applicants will be expected to sign a Confidentiality agreement, to prove they do not have a criminal record and to deliver two additional letters of recommendation. Successful applicants will also be expected to complete mandatory trainings.

REQUIREMENTS

Each applicant has to:

- be able to legally work in Bosnia and Herzegovina
- be fluent in both written and verbal English
- be available to work in Sarajevo (and in other cities as needed) on flexible hours up to 20 hours per week.
- be available for testing and interview from 25 October 2018.

Applicants should:

- have finished secondary education and preferably be undergraduate or postgraduate students with flexible hours
- be comfortable speaking publicly with authority and confidence
- be comfortable working with technology regularly
- have attention to details, be able to work independently and solve problems proactively
- be highly responsible and demonstrate professionalism in every task
- available to work on weekends at agreed upon times

Desirable skills:

- Advanced IT and/or computer networking skills
- Driver's licence

HOW TO APPLY

To apply, send your **typed CV** and a **letter of application** written in English at exams@britishcouncil.ba. Short listed candidates will be asked to send one letter of recommendation prior to the interview.

Your CV should not be longer than two sides of A4 paper. For this position volunteer and internship experience will be considered as work experience and should be listed. Your letter of application should include evidence that you meet the above-listed requirements as well as reasons why and how our team will benefit from your engagement. The letter should be no longer than a single side of A4 paper.

The closing date for receipt of applications is by 09.00 on Friday 19 October 2018. Only short-listed candidates will be contacted.