

**Assessment Administration,  
Academic Records and Graduation Office (AARGO)**

**Senior invigilator/invigilators for assessment sessions (many posts)  
(part-time/per assessment session on the Stellenbosch campus for the duration of the  
midyear assessment period: 18 May – 27 June 2026)**

*The Assessment Administration, Academic Records and Graduation Office (Assessments Office) at Stellenbosch University (SU) requires the services of invigilators for the midyear assessments administered by the central Assessments Office on the Stellenbosch campus. Several temporary, part-time positions are available for senior invigilators and invigilators during the period from **18 May 2026 to 27 June 2026**.*

*Please note that these positions are available to **external applicants** only. Applications by Stellenbosch University staff and students will not be considered.*

**Duties:**

- A **senior invigilator** is responsible for the effective supervision of assessment venues by ensuring that all assessments are conducted as determined by the institutional rules and regulations. The role includes overseeing invigilators allocated to a specific venue, providing support to students and ensuring the integrity, fairness, and smooth running of all sessions.
- An **invigilator** supports the senior invigilator in the assessment venue and performs various assigned tasks. Responsibilities include assisting with supervision during assessments and helping to ensure that assessment procedures are followed correctly.

**Requirements:**

- Kindly note: Stellenbosch University staff and students **may not apply** for invigilator positions. Only external candidates will be considered.
- Minimum qualification: Matric.
- Must have reliable transport as punctual arrival prior to assessment sessions is non-negotiable.

**Recommendations:**

- A background in higher education or secondary education will be advantageous.
- Previous invigilator experience will be advantageous.

**Commencement of duties:**

Successful candidates must be available:

- To attend **all the training and information sessions** (for the full duration of those sessions) before the assessment period starts.
- For the full duration of the mid-year assessment period from 18 May to 27 June 2026.

**Closing date:**

31 March 2026 by 16:00 South Africa Standard Time (SAST).

**Enquiries about this post:** Mr Gary Kirsten on 021 808 9367, or at [garyk@sun.ac.za](mailto:garyk@sun.ac.za)

**Remuneration:**

Senior invigilator: R450 per session for \*concession venues | R400 for non-concession venues  
Invigilator: R350 per session for \*concession venues | R300 for non-concession venues

\*Concession venues make provision for extra writing time.

**How to apply:**

Apply online at <https://sun.jotform.com/GaryK/Link> by **16:00** SAST on **Tuesday, 31 March 2026**.