**INVIGILATOR REQUIREMENTS**

**Educational background**

* First Degree in any field

**Gender**

* 3 female and 2 male

**Documents to be provided**

* College/university certificate
* Two reference letter

**Personality traits**

* Ability to work as a part of a team;
* Demonstration of accountability, trust, commitment, strong work ethics and discipline;
* Excellence in customer handling and high level of interpersonal communication;
* A good command of English language in speaking, listening, writing and reading. Other language skill is advantageous;
* Knowledge of basic computer skills.

**N.B.**

All applicants must be available for every test date and days relating to the overall test operation.

All invigilators will be required to sign the IELTS confidentiality undertaking and sign and abide by the IELTS code of practice for Invigilators.

All Invigilators will be subject to a security check.