*Example of an advertisement*

**XXXX College – Examination Centre Manager**

XXXX is seeking an Examination Centre Manager to run the NCEA and NZ Scholarship examinations in 2021.

The smooth and successful running of an exam centre is important for all students participating in these examinations.

The position requires you to complete an online training programme and attend a one-day training session with NZQA in August. The position requires you to complete several administrative tasks to plan and prepare for the exams from August to October. You must be available to work for the entire exam period (Friday 6 November to Wednesday 2 December).

A high level of organisational skills with great attention to detail, strength in following processes precisely, confidence leading people of all ages, proficiency in using a computer and learning to use new computer programmes are essential qualities for this role.

For further information, please email ….

Please send your CV and cover letter to …

*Applications close …*