

Examination Coordinator

Part-time 20-hour/week position to be filled immediately

Responsibilities

- Organization of all procedures and tasks related to DELF/DALF, TEF, DAEFLE, DFP exams
 - Management of the dedicated emails and email account
 - Provide information to interested parties
 - Management of registrations and payments
 - Coordination of examiners
 - Preparation of exam sessions (oral schedules, written tests, etc.)
 - Compilation of statistics
- Development of the network and collaboration with schools/universities
- Development of the use of *PrepMyFuture* for TEF examinations
- Development of *Ev@lang*, online placement tests
- Management of appointments and organisation of placement tests
- Update of the website for the examination section
- Development of the position's mission
- Will work under the responsibility of the course coordinator

Qualifications

- DELF/DALF accreditation desirable
- Experience with TEF exams desirable
- Diploma/experience in teaching FLE desirable
- Good knowledge of the CECR levels desirable
- Bilingual French-English
- **The applicants will have full rights to live and work in South Africa**

Qualities and skills

- Excellent organizational and planning skills
- Good communication skills
- Punctuality
- Responsible, rigorous and methodical
- Able to work independently and under pressure
- Ability to use Microsoft suite and other management software

Motivation letter and CV to be sent to

director@cpt.alliance.org.za