



Kgaswe International School

Private Bag 75, Palapye, Botswana

(T) (+267) 492-2180 (F) 4922181 e-mail: highschool@kgaswe.ac.bw

(T) (+267) 492-0441 (F) 4920485 e-mail: primaryschool@kgaswe.ac.bw

www.kgaswe.ac.bw

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Kgaswe International School require staff for Term 1 2026

Kgaswe International School in Palapye requires

(i) an ICT and Mathematics Coordinator (1 post) for Term 1 (2026):

Qualifications & Experience

All candidates applying for high school posts must meet the following minimum criteria:

- Proven experience in coordinating an ICT and Mathematics department at an International School
- Proven experience teaching Cambridge International classes up to the AS & A Level
- Possess a Diploma in Education and preferably a Degree or a Master's Degree in their Subject Area
- Be able to teach both ICT and Mathematics

(ii) an Accounts Receivable Clerk

Qualifications & Experience

All candidates applying for clerical positions must meet the following minimum criteria:

- Proven experience must include recording receivables for clients, monitoring accounts for payment issues, liaising with clients, reconciling accounts, ensuring accurate billing, developing collection strategies and providing cash flow projections
 - Associate's or bachelor's in accounting, finance, or business management.
 - 5+ years' experience working in an accounting, billing, or accounts receivable department.
 - Experience of using Sage Evolution
 - Full job description can be found on the website
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Kgaswe International School require staff for Term 2 2026

Kgaswe International School in Palapye requires **High School, Primary and Pre-Primary** teachers for Term 2 2026:

High School

- **Biology, Geography with Environmental Management, Information and Communications Technology, Setswana, English Language, Literature Teacher, French, Mathematics, Accounting with Business Studies and Economics, General Science**

Qualifications & Experience

All candidates applying for high school posts must meet the following minimum criteria:

- Be able to teach Form 1 classes up to the AS & A Level
- Possess a Diploma in Education and preferably a Degree or a Master's Degree in their Subject Area
- Have experience of delivering successfully the Secondary Cambridge Checkpoint syllabus, IGCSE (International General Certificate of Secondary Education) syllabus and the AS & A level syllabus
- Be able to teach more than one (1) of the subject.

Primary School

Qualification & Experience

All candidates applying for primary school posts must at least:

- Have a recognised Diploma in Education
- Have 5 years experience teaching in a recognised English Medium school
- Have knowledge of the Primary Cambridge Checkpoint syllabus
- Have a good level of computer literacy and fluency in English
- Be able to coach different sports activities and manage clubs such as wildlife and music
- Be able to teach Setswana

Pre-School

Qualification & Experience

All candidates applying for pre-primary school posts must meet the following minimum criteria:

- Have a recognised Diploma in Education and above (Early Childhood)
 - Have a good understanding of the Early Years Learning Framework
 - Have 5 years experience teaching in a recognised English medium school
 - Have a good level of computer literacy and fluency in English
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The Very Best in Pre-Primary, Primary and Secondary Education



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APPLICATION INSTRUCTIONS

Applications, including a detailed cover letter, CV, copies of teaching qualifications and the names and full contact details of two recent referees - **involved in education** - should be sent to the Managing Director. Only registered, posted or applications dropped by the **High School administration office** will be considered. **No emailed or faxed applications will be accepted.**

More information about these posts and the school can be obtained via the website www.kgaswe.ac.bw. The closing date is the **26th of September 2025** at noon for ALL applications. **Please note only short listed candidates will be contacted.**

Kgasewe International School, Private Bag 75, Palapye, BOTSWANA.

[Website:www.kgaswe.ac.bw](http://www.kgaswe.ac.bw)

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