

## VACANCIES

### PROFILE

Botswana Tourism Organisation (BTO) is a parastatal body set up through an Act of Parliament with the mandate to market Botswana's tourist product, promote investment in the tourism sector as well as to grade and classify licensed tourist establishments.

#### CORPORATE LEGAL COUNSEL/ BOARD SECRETARY

BTO invites applications from suitably qualified and experienced Botswana citizen candidates for the position of Corporate Legal Counsel/ Board Secretary.

#### MAIN PURPOSE OF THE JOB

Reporting to the Board of Directors technically and to the Chief Executive Officer (CEO) administratively, the incumbent will be tasked with:

- Providing analysis and counsel on legal and policy issues to the Organisation and the Board
- Anticipating and guarding against legal risks facing the Organisation
- Providing secretarial services to the Board of Directors and the Organisation
- Safeguarding corporate governance and compliance for the Organisation
- Providing legal services in tourism related commercial transactions and contracts

#### JOB REQUIREMENTS

##### Key Performance Objectives:

- Provide leadership to the Legal Department including; formulation of departmental strategy and annual work and performance plans, and budgeting and resources management.
- Provide analysis and counsel on legal policy matters to the Board and the Organisation
- Provide legal counsel on issues arising from actual or anticipated lawsuits
- Anticipate and guard against legal risks facing the Board and the Organisation
- Develop and recommend company policy and position on legal issues
- Conduct and coordinate research into a variety of legal issues to ensure that the Board and the Organisation keep abreast with current legal trends and developments
- Represent the company or its officials in various legal proceedings
- Developing and recommending up to date and best practice methodologies in developing corporate governance structures to ensure compliance by Management and Board of Directors
- Providing Company secretarial services to the BTO Board and its Committees including; scheduling and coordinating attendance of meetings, preparing agendas and packs, and compiling and circulating minutes.
- Maintain statutory books, including registers of Board Members, Directors and Secretaries
- Developing and recommending training for improvement on delivery of quality service by the Board to the stakeholders and the organisation
- Guide the Board of Directors as to its duties and responsibilities and make them aware of all legislation and regulations and other legal requirements relevant to the Organisation's business and operations
- Provide legal services in the management of tourism related commercial transactions and contracts at organisational, national and international levels.

#### QUALIFICATIONS & EXPERIENCE:

- LL.M or LL.B or equivalent
- Qualification and experience in Corporate Law
- Qualification and experience in Commercial/Trade/Economic Law shall be an added advantage
- Must be admitted to practice as an Attorney, Conveyancer and Notary Public
- 10 years' work experience in both private and corporate practice

If you meet the above requirements, please apply to The Board Chairman at:

Email: [recruitment@botswanaturism.co.bw](mailto:recruitment@botswanaturism.co.bw)

Closing Date: 11<sup>th</sup> November 2022

Correspondence will be limited to shortlisted candidates only.

#### EXECUTIVE MANAGER- PROCUREMENT OVERSIGHT

BTO invites applications from suitably qualified and experienced Botswana citizen candidates for the position of Executive Manager- Procurement Oversight.

#### MAIN PURPOSE OF THE JOB

Reporting to the Chief Executive Officer (CEO), the job is responsible for:

- Playing an advisory role to the Chief Executive Officer on any procurement matters within the Organisation.
- Ensuring compliance to the provisions of the Procurement Act and procurement processes and procedures.
- Develop and implement procurement operational strategy for the Organisation.

#### JOB REQUIREMENTS

##### Key Performance Objectives:

- Responsible for the pre-adjudication, adjudication and recommendation of tender awards.
- Responsible for rejection, cancellation or any other appropriate recommendations relating to all tendering process and procedure within the Organisation.
- Ensure efficiency and effectiveness by enforcing compliance to the Procurement Act and procurement regulations and procedures as amended from time to time.
- Develop and implement procurement operational strategy for the Organisation.
- Formulate innovative solutions for the Organisation's procurement and development of risk management and cost saving strategy.
- Support the Identification and development of opportunities for the provision of procurement services for the Organisation.
- Ensure appropriate modalities for service delivery, conduct market intelligence and management of supplier relationships.
- Provide necessary guidance to stakeholder in the procurement process act consistently in line with the Procurement Act and regulations.
- Enable the operationalisation and managerial oversight of the Organisation's procurement activities through appropriate systems and reports.
- Provide advice to the Organisation on any required changes to the procurement processes and procedures
- Manage the Procurement in a transparent, accountable and efficient in order to execute the Organization supply chain management strategy.
- Ensuring that the Oversight unit functions are carried out independently.
- Ensuring sustainable procurement in delivering economic, social and environmental policy objectives

#### QUALIFICATIONS & EXPERIENCE:

- Degree in Procurement, Supplies Chain and Materials Management; (CIPS level 6/CPM or Equivalent) or Business-related degree.
- Membership of the Chartered Institute of Purchasing and Supply (CIPS) will be an added advantage, MCIPS -CMILT or Institute for Supply Chain Management (ISM) -CPSM or National Contract Association (NCMA) -CPCM is essential.
- At least ten (10) experience in Procurement Management or supply chain management environment of which four (4) years have been at Manager level or equivalent to heading the procurement unit.
- A relevant Masters' Degree will be an added advantage

If you meet the above requirements, please apply to The Chief Executive Officer at:

Email: [recruitment@botswanaturism.co.bw](mailto:recruitment@botswanaturism.co.bw)

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#### INVESTMENT ACCOUNTANT

BTO invites applications from suitably qualified and experienced Botswana citizen candidates for the position of Investment Accountant.

#### MAIN PURPOSE OF THE JOB

Reporting to the Finance Manager, the job is directly responsible for administration of Tourism Development Fund (TDF), managing Tourism Resource Royalties & proceeds from Business Operations of the Organisation and producing reports on financial performance of all BTO Subsidiaries.

#### JOB REQUIREMENTS

##### Key Competencies and Personal Attributes:

- Administration and management of the Tourism Development Fund (TDF)
- Develop and maintain an up-to-date Royalty database of all concessions across the Country
- Continuously monitoring and reporting of financial performance of Subsidiaries
- Assessment and appraisal of the level of investment in Subsidiaries
- Ensure Subsidiaries have adequate accounting systems, policies and procedure manuals and adhere to the tenets of Corporate Governance
- Building of comprehensive financial simulated hospitality tourism business models.
- Disbursement funds from the Tourism Development Fund
- Evaluate TDF proposals on Tourism Resource Royalties
- Management of Debtors Book
- Monthly bank reconciliations of Tourism Development Fund and Royalties Bank account.
- Generate annual financial statement of the Tourism Resource Royalties as well as Development for external auditing.
- Knowledge in Financial Modelling and structuring as well as entrepreneurial and business administration skills required.

#### QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in Accounting/Finance/Economics/ Higher National Diploma in Accountancy & Business Studies.
- Professional qualification will be an added advantage
- Proficiency in the use of ACCPAC Accounting Package
- At least 5 years' experience in Financial Accounting environment with competency in Management/Cost accounting

If you meet the above requirements, please apply to: EXECUTIVE MANAGER – HUMAN RESOURCES & ADMIN

At: [recruitment@botswanaturism.co.bw](mailto:recruitment@botswanaturism.co.bw)

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#### MARKET ANALYST

BTO invites applications from suitably qualified and experienced Botswana citizen candidates for the position of Market Analyst.

#### MAIN PURPOSE OF THE JOB

Reporting to the Executive Manager- Marketing, the position is directly responsible for providing investors, internal and external stakeholders with timely, concise and accurate information on factors influencing and affecting the tourism trade

#### JOB REQUIREMENTS

##### Key Competencies and Personal Attributes:

- Conduct nation-wide Market research in relation to factors influencing the Tourism Sector
- Analysis of research data on market trends
- Advise internal and external stakeholders on local, regional and international tourism trends
- Conduct research on areas concerning the organisation's areas of operation to provide real time information on tourism products and service needs.
- Coordinate and manage all consultancies engaged by the division for various projects
- Advise Management on the economical impacts of the Organisation's tourism products and events
- Manage the Research & Development Unit for optimal performance and delivery
- Knowledge in Economics, data analysis and statistical information reporting required.

#### QUALIFICATIONS & EXPERIENCE:

- Degree in Economics/Statistics or related
- 5 years' experience in a research and data management environment
- Experience in tourism market intelligence & global market outlook, trends analysis critical

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At: [recruitment@botswanaturism.co.bw](mailto:recruitment@botswanaturism.co.bw)

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#### MARKETING MANAGER-PROMOTIONS

BTO invites applications from suitably qualified and experienced Botswana citizen candidates for the position of Marketing Manager-Promotions.

#### MAIN PURPOSE OF THE JOB

Reporting the Executive Manager- Marketing, the job is directly responsible for the development and implementation of Marketing policies, ensure excellent marketing strategies locally, regionally and internationally, and forging Strategic Partnerships for marketing the Botswana Tourism Product offering.

#### JOB REQUIREMENTS

##### Key Competencies and Personal Attributes:

- Assist in the development and implementation the country's marketing strategy
- Design and implement annual marketing plan for the organisation
- Effective management of the marketing, advertising and promotional collateral and activities of the Organisation
- Conduct tourism research on global market trends, competitor data and develop effective counter strategies for implementation
- Establish, manage and maintain local, regional and international marketing partnerships
- Manage content and maintain the Organisation's website
- Manage resources and performance of the Marketing Promotions unit.
- Strategic orientation, strong negotiation & relationship management and external environment orientation skills are required.

#### QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in Marketing or related field
- A Masters' Degree in Marketing or Business Administration will be an added advantage
- Understanding of Botswana Tourism Product essential
- At least 7 years work experience in the field; four (4) of which should have been at middle Management level

If you meet the above requirements, please apply to: EXECUTIVE MANAGER – HUMAN RESOURCES & ADMIN

At: [recruitment@botswanaturism.co.bw](mailto:recruitment@botswanaturism.co.bw)

Fairgrounds, Gaborone

Closing Date: 11<sup>th</sup> November 2022

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#### PROJECTS DEVELOPMENT MANAGER

BTO invites applications from suitably qualified and experienced Botswana citizen candidates for the position of Projects Development Manager.

#### MAIN PURPOSE OF THE JOB

Reporting to the Executive Manager- Investment & Product Development, the job is directly responsible for planning and implementation of developments of all BTO projects, and oversight and supervision of all contracted construction services (e.g., Contractors, Consultants, Management Companies and Community Based Organizations).

#### JOB REQUIREMENTS

##### Key Competencies and Personal Attributes:

- Implement, supervise and monitoring of all BTO projects.
- Conducts all project planning activities.
- Provides project management activities and services.
- Maintains direct liaison with communities and other relevant stakeholders on tourism projects implementation.
- Facilitates the commercialization of identified community-based tourism projects.
- Facilitates in Development and Implementation of Operational plans.
- Manage resources and performance for the Projects Development unit under the Investment & Product Development department.
- Construction Management, relationship management, strategic orientation and external environment orientation skills required.

#### QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in Construction Management/Engineering.
- A Master's degree in any of the required fields will be an added advantage.
- Professional qualification in Project Management required
- At least 8 years work experience in the construction industry, 3 years of which must have been spent at Management level.

If you meet the above requirements, please apply to: EXECUTIVE MANAGER – HUMAN RESOURCES & ADMIN

At: [recruitment@botswanaturism.co.bw](mailto:recruitment@botswanaturism.co.bw)

Alternatively, hand-deliver to:

Botswana Tourism Organisation  
Private Bag 275  
Gaborone  
Botswana Tourism Organisation  
First Floor, East Wing  
Building 1A & 1B  
Fairscape Precinct  
Fairgrounds, Gaborone

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