





EXTERNAL RECRUITMENT

Botswana Agricultural Marketing Board (BAMB) seeks the services of a qualified, innovative, results oriented and self-driven individual for the following positions;

HEAD OF INTERNAL AUDITOR- 3 YEARS CONTRACT

JOB SUMMARY:

The successful candidate will be responsible for planning, organizing and managing internal audit activities of the Board to ensure effectiveness and compliance with internal control systems, policies, statutes, standards and procedures to enhance efficiency, improving corporate governance, reducing potential risk, protecting and ensuring optimal utilization of

POSITION REQUIREMENTS

Education: ACCA, CIMA, CIA and membership of an internationally recognized Institute of Accountants or Auditors

Experience: At least eight years post qualification experience, 3 years of which should have been spent as an Assistant Internal Audit preferably in the retail/wholesale sector.

- Interpersonal and communication skills Supervisory and Organizational skills
- Analytical skills
- Pro-active and Innovative
- Leadership skills Strategy & Policy development Problem solving
- Budgeting Project Management skills

RISK MANAGER

JOB SUMMARY:

The successful candidate will be responsible for developing, executing and coordinating the implementation of the company's risk management and compliance framework and ensure alignment with the company strategic goals. Contribute to the reduction of the financial and operational exposure through the performance of comprehensive risk assessment programmes, compliance strategies and the monitoring and management of the adequacy of internal and external controls.

POSITION REQUIREMENTS

Education: Bachelors' degree in Risk Management or related qualification Experience: At least six years' experience at management level in a Risk Management, Insurance, Compliance /Regulatory or Internal/ External Audit environment.

Competencies:

- Initiative/ Self Starter
- Technical proficiency
- Strategic Orientation Leadership & Organizational Skills Communication and Interpersonal Skills
- Service Orientation
- Commercial Focus Problem solving and Analytical Skills Presentation Skills

BOARD SECRETARY AND LEGAL SERVICES

The successful candidate will be responsible for providing legal advice and Board secretarial services to Botswana Agricultural Marketing Board (BAMB). To ensure that the BAMB Board of Directors are aware of the fiduciary and legal responsibilities in accordance with the

POSITION REQUIREMENTS

Education: Degree in Law (LLB). Experience: Al-least six (6) years post qualification experience in a corporate environment, of which at least 3 years should have been served as a Board Secretary. The candidate should be registered with Law society of Botswana.

Attention to detail (i.e. analytic and diagnostic skills)

- Strong Communication, Interpersonal and Negotiation skills Leadership skills Ability to develop proposals and position papers
- Strong advocacy as well as Debt Recovery knowledge
- Good command of spoken and written English
 Planning, Organizing and Coordinating Skills
 Positive Work Ethics, Team Work and Professional Conduct
- Confidentiality and integrity
 Thorough knowledge and Application of Contract Law and Civil Litigation
 Ability to mediate and assist in achieving consensus

MANAGER- INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICES

The successful candidate will be responsible for the co-ordination and control support services, processes, functions and activities within the Information Technology Unit in order to ensure the efficient secure and availability of ICT requirements that meets the Board's business needs and ensure profitability, sustainability and continuity of the business.

POSITION REQUIREMENTS

Education: Recognized Degree in Information Systems Management or equivalent Experience: At least five years' discipline specific experience, with excellent knowledge of technical management, information analysis and of computer hardware/software plus at least 3 years Supervisory and/or Managerial exposure.

- Strategic thinking
 Analytical thinking and problem solving
 Communication and interpersonal relations skills
- Organizational and coordinating skills Decisive and assertive
- Knowledge of relevant operating systems, network development and management, and communication systems
- Leadership skills Policy development and review
- Budgeting Project Management skills
- System analysis and design
- Transport protocol/internet Protocol Technology (TCP/IP)
- Database SQL server Routing Technology
- MANAGER-EXPENDITURE

JOB SUMMARY:

The successful candidate will be responsible for building out and leading a comprehensive Board's expense management function, develop a best in class cost management framework consisting of, drivers of expenses, allocation of expenses to various business units, reporting, analytics and discussions with businesses and finance partners.

POSITION REQUIREMENTS

Education: CIMA, ACCA or ACA or equivalent professional qualification.

Experience: At least 6 years post qualification experience, 3 years of which should have been spent at the Accounts Supervisor level, in a computerized accounting environment

Professional Membership: 1. BICA 2. ACCA, CIMA or ACA

- Leadership and organizational skills Communication and interpersonal skills
- Assertive and decisive Problem solving
- Policy development and review
- Financial management Cash flow analysis
- Budgeting Strong commercial acumen Results oriented
- Results oriented
 Project management skills
 Appreciation of Quality
 Management System
 Presentation skills
- Financial modelling
- Financial projections Work ethics

MANAGER, COMPLIANCE AND MANAGEMENT **SUPPORT**

JOB SUMMARY:

The successful candidate will be responsible for ensuring that a sound financial control environment exists and that systems of internal controls are in place and in line with best practice principles. Ensure that the business is compliant with financial governance

POSITION REQUIREMENTS

Education: CIMA, ACCA or ACA or equivalent professional qualification Experience: At least 6 years post qualification experience, 3 years of which should have been spent at the Accounts Supervisor level, in a computerized accounting environment Professional Membership: 1. BICA 2. ACCA, CIMA or ACA

- Strategic and business focus Service orientation Problem solving & analytical thinking
- Team leadership skills Communication and interpersonal skills
- Assertive and decisive
- Problem solving
 Policy development and review
 Financial management
 Cash flow analysis

- Budgeting Strong commercial acumen
- Results oriented
- Project management skills Appreciation of Quality
- Management System Presentation skills
- Financial projections Work ethic

MANAGER-MARKETING AND RESEARCH

The successful candidate will be responsible for coordinating the marketing of the organization's products and/or services through participation in the planning, developing reviewing, monitoring and implementing BAMB's marketing strategies to enable BAMB achieve its business and statutory objectives.

POSITION REQUIREMENTS

Education: Degree in Business Administration, Marketing or related field.
Experience: At least six years' experience in marketing, preferably in the wholesale/retail industry with detailed knowledge of cereal and related products and arable agricultural production. **Professional Membership:** Membership of Institute of Marketing

Competencies:

- Strategic & business focus Innovative & initiative Sales & customer care skills
- Interpersonal & communication skills
 Organizational & planning skills
- Decisiveness & assertiveness
- Research skills Strategic development & implementation

- Budgeting
 Appreciation of quality
 Management system
 Monitoring & evaluation
 Policy development & analysis
 Relationship building

MANAGER-BUSINESS DEVELOPMENT

JOB SUMMARY:

Promote business growth by managing research and business development activities to ensure that BAMB remains a market of choice for agricultural products.

POSITION REQUIREMENTS

Education: Degree in Business Administration/Agricultural economics, Sales and Marketing or any related field. any related field.

Experience: At least six years' post qualification business development experience, with at least three (3) years at middle management. Experience in grain trade industry will be an

added advantage. Professional Membership: Membership of Institute of Marketing

Competencies:

- Results orientation
- Innovative
- Planning and organizational skills Communication and interpersonal skills Entrepreneurial spirit
- Problem solving

HUMAN RESOURCE (SPECIALIST) - INDUSTRIAL

JOB SUMMARY:

The successful candidate will be responsible for developing and implementing Industrial Relations practices monitor and maintain the Industrial Relations Policies and Procedures and provide employee relations services in accordance with relevant legislation, company policies and procedures and collective agreements.

POSITION REQUIREMENTS

Experience: At least four (4) years' experience in Human Resource management. Knowledge and experience in relevant legislation and employee relations practice is essential.

- nterpersonal and Communication skills Negotiation Skills Decisive and assertive
- Change Orientation

Initiative Service Orientation Business Knowledge

HEALTH AND SAFETY COORDINATOR

The successful candidate will be responsible for coordinating, support and advise the Business in all aspects with regards to Health Safety and Environment. To establish, manage and monitor standards, processes, communications, training and systems to ensure that all responsibilities associated with Health and Safety within BAMB are adhered

POSITION REQUIREMENTS

Education: Degree in safety management or equivalent Experience: At least four (4) years' experience in an industrial environment

- Proactive, initiative & innovative Relationship building Occupational health & safety

- Handling of health & safety investigations
 Formulation, implementation and revision of health & safety policies and procedures

COORDINATOR, PURCHASING & DISTRIBUTION

The successful candidate will be responsible for facilitating the acquisition of organizational supplies, products, equipment and ensures that vital inventory is kept in stock. Supports service by maintaining and monitoring inventory levels, purchasing requirements and providing work direction to staff.

POSITION REQUIREMENTS

Education: Degree in Purchasing and supplies management or equivalent.

Experience: At least 5 years post qualification experience, 2 years of which should have been spent at the Supervisor

Professional Membership: CIPS Competencies:

- Negotiation skills
 Strategic and business focus
 Organizational and planning skills
 Attention to details

- Leadership skills
 Appreciation of the Quality Management System

POSITION REQUIREMENTS

Innovative Strong communication skills Positive work ethics **COORDINATOR, PRODUCT QUALITY**

To plan and implement quality control programmes so as to ensure provision of products and services consistently with established local and international standards.

Education: Degree in Crop Science, Quality Management, Post – Harvest Technology, and or Biological Sciences with emphasis on Post Harvest Management. Experience: At least four (4) years' post qualification experience which two (2) years should have been at a

- Pest control and management
- rest control and indiageneitic Experience in grain storage management Grading of grains and food security Experience in quality management Technical and operational competence Detailed understanding of the Quality Management Systems Communications and territoria child.
- Communication and training skills Assertive and decisive

Problem solving Interpersonal skills

ASSISTANT INTERNAL AUDITOR

To conduct internal audit assignments to ensure effectiveness and compliance with internal control systems, policies, statutes, standards and procedures to enhance efficiency, improve corporate governance, reduce potential risk, protect and ensure optimal utilization of assets.

POSITION REQUIREMENTS Education: Degree in Accounting/Auditing or related discipline preferred or equivalent. Experience: Two year post graduate experience in auditing in major organization/corporation or professional firm.

- Interpersonal skills
- Strong analytical skills
- Ability to work with minimum supervision Attention to details Analytical skills
- Report writing
 Appreciation of Quality Management System
- Information Systems Audit skills Good work ethics

ant and implementation of effective maintenance and repair of the Board's plants, equipment

POSITION REQUIREMENTS Education: Bsc Agricultural Engineering/ Mechanical Engineering/ Agricultural Mechanization Experience: At least 4 years' experience.

ENGINEER

- Strategic and business focus
- Interpersonal and communications skills
- Organizational and Planning Skills **COMMUNICATIONS & PUBLIC RELATIONS OFFICER**

The successful candidate will be responsible for proactively promoting awareness and positive image on the goals, objectives and activities of the Board to enhance the brand recognition as well as the effectiveness of the

POSITION REQUIREMENTS

Education: Degree in Public Relations or Communication or related field.

Experience: At least four years' experience in public relations or communications preferably in the wholesale/retail/

- Strategic development and implementation Innovative & initiative
- Sales & customer care skills
 Interpersonal & communication skills
- Organizational & planning skills Assertiveness

Monitoring & evaluation Relationship building Presentation skills

CUSTOMER SERVICE EXECUTIVE

The successful candidate will be responsible for coordinating stock management activities, maintain accurate stock movement records and provide administrative support to the branch to ensure that it contributes towards the achievement of the Board's goals.

POSITION REQUIREMENTS

Education: Degree in Business Administration or equivalent. Experience: At least 3 years post qualification in administration and stock management experience in a medium – large organization.

- Competencies:Attention to detailInitiative Adherence to procedures
- Mechanical problem diagnosis Knowledge of Safety procedures

ACCOUNTS ASSISTANT

To accurately process, enter and reconcile accounting documents and information and maintain accounts of prime entry strictly in accordance with laid down accounting procedures, standards and accounting schedules to ensure an accurate and timely record of tinancial transactions to facilitate the timely preparation of financial statements and reports.

POSITION REQUIREMENTS Education: Diploma in Accountancy and Business Studies, AAT or equivalent recognized technical accounting qualification. Experience: At least 4 years' experience in a computerized accounting environment with

- nonstrated knowledge and proficiency in various accounting packages.
- Computer skills and numeracy Attention to detail Compliance with procedures and deadlines
- Knowledge of accounting software applications such as ACCPAC or similar packages
- Appreciation of Quality Management System processes

HARDWARE SUPPORT OFFICER JOB SUMMARY:

involving hardware systems and networks and to provide assistance to users to enable them to make effective use of such systems and equipment, in support of agreed IT service levels.

POSITION REQUIREMENTS Education: Bachelor's Degree in ICT or related qualification Experience: Two year relevant Information and Communication Technology experience.

petencies: Interpersonal and Communication skills Effective user support Diagnostic skills Service Orientation Commercial focus

SOFTWARE SUPPORT OFFICER

JOB SUMMARY:
The successful candidate will be responsible for responding to and resolving incidents

The successful candidate will be responsible for responding to and resolving incidents

involving information applications and to provide assistance to users to enable them to make effective use of such systems, in support of agreed IT service levels.

POSITION REQUIREMENTS Education: Bachelor's Degree in ICT or related qualification Experience: Two year relevant Information and Communication Technology experience.

Interpersonal and Communication skills

Effective user support Diagnostic skills Service Orientation Commercial focus

PLANT OPERATOR The successful candidates will be responsible for operating the plant and maintaining grain handling equipment, such as, elevators, conveyors and silo in accordance with operational procedures and maintenance schedules to ensure optimal use. Implement maintenance plan for equipment, plant and buildings.

 $\textit{Education:} \ \mathsf{O'} \ \mathsf{Level} + \mathsf{NCC} \ \mathsf{in} \ \mathsf{Mechanics} \ \mathsf{or} \ \mathsf{completion} \ \mathsf{of} \ \mathsf{a} \ \mathsf{recognized} \ \mathsf{apprentice}$

POSITION REQUIREMENTS

Experience: At least two years' experience as a plant operator preferably in the agricultural

Competencies: Attention to detail

Positive work ethics

Initiative Adherence to procedures Mechanical problem diagnosis Knowledge of Safety procedures Interpersonal skills

BAMB will offer a highly competitive remuneration package to the right candidate, commensurate with qualifications and experience.

Applications with detailed CVs and certified copies of certificates should be

submitted not later than the **30th DECEMBER 2016** and addressed to:

Head, HR and Strategy Botswana Agricultural Marketing Board Private Bag 0053, Gaborone

Or email to:

recruitment@bamb.co.bw NB. We will only respond to shortlisted candidates