



BOTSWANA AGRICULTURAL MARKETING BOARD

EXTERNAL RECRUITMENT

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

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 assets.

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.

Competencies:

- 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

BOARD SECRETARY & LEGAL SERVICES MANAGER

JOB SUMMARY:

The successful candidate will be responsible for providing legal advice and Board secretarial services to Botswana Agricultural Marketing Board (BAMB). He/she will also be responsible for ensuring that the BAMB Board of Directors are aware of the fiduciary and legal responsibilities in accordance with the governing statutes.

POSITION REQUIREMENTS

Education: Degree in Law (LLB) and registered with Law Society of Botswana

Experience: At least eight years post qualification experience in a corporate environment, of which at least 3 years should have been served as a Board Secretary.

Competencies:

- 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
- Budgeting
- 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

ACCOUNTS ASSISTANT

JOB SUMMARY:

The successful candidate will be responsible for accurately processing, entering and reconciling accounting documents and information and maintaining accounts of prime entry strictly in accordance with laid down accounting procedures, standards and accounting schedules to ensure an accurate and timely record of financial transactions to facilitate the timely preparation of financial statements and reports.

POSITION REQUIREMENTS

Education: Diploma in Accountancy and Business Studies, ATT or equivalent recognized technical accounting qualification and registered with BICA.

Experience: At least four years experience in a computerized accounting environment with demonstrated knowledge and proficiency in various accounting packages.

Competencies:

- Computer skills and numeracy
- Attention to detail
- Compliance with procedures and deadlines
- Initiative
- Customer focus
- Knowledge of accounting software applications
- Appreciation of QMS systems
- Interpersonal skills
- Work ethics
- Team player

RECEPTIONIST/SECRETARY

JOB SUMMARY:

The successful candidate will be responsible for receiving the Board's visitors, receives and direct telephone calls in efficient manner to enable the Board to deliver a quality service to the customer and to provide secretarial services as required.

POSITION REQUIREMENTS

Education: BGCSE and Certificate in Secretarial Services or equivalent

Experience: At least two years experience as a secretary with good word processing and spreadsheet skills and training in the operation of the switchboard and reception duties.

Competencies:

- Communication skills
- Customer service skills
- Presentable
- Time cautious

SALARY

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 **26th August 2016** and addressed to:

**The Human Resource Manager
Botswana Agricultural Marketing Board
Private Bag 0053, GABORONE**

NB. We will only respond to shortlisted candidates.