

# ***BANK OF BOTSWANA***

*Bank of Botswana invites applications from suitably qualified citizens of Botswana to fill the following positions:*

## ***I      HUMAN RESOURCES DEPARTMENT***

### ***HUMAN RESOURCES OFFICER (2 POSTS)***

***(i)      Main Purpose of the Job:***

*To maintain staff records, process changes in salaries and allowances; advise Management on application of the Bank's General Conditions of Service and other human resources policies, procedures and practices; coordinate the implementation of staff training and development policies; facilitate in-house and external training programmes; and carry out research and data collection and analysis in identifying, developing and introducing effective human resources interventions for performance improvement in the Bank.*

***(ii)      Job Requirements:***

*A Masters degree in Social Science majoring in industrial psychology, law, management, sociology, human resources management, public/business administration or related subject area*

*OR*

*A Bachelor' degree in Social Science majoring in industrial psychology, law, public/business management, sociology, human resources management, public/business administration or related subject area, plus two years on-the-job training or relevant experience in a human resources function.*

## ***II      PROPERTY MANAGEMENT DIVISION***

### ***ASSISTANT MANAGER, PROCUREMENT (1 POST)***

***(i)      Main Purpose of the Job:***

*To procure goods and services for the Bank in the most cost effective manner in accordance with the Bank's procurement policies, systems and procedures.*

*(ii) **Job Requirements:***

*A Masters degree in Business Administration, Commerce or related areas plus four years post qualification experience*

*OR*

*A Bachelor' degree in Business Administration, Commerce or related areas plus six years post qualification experience*

*OR*

*A Higher National Diploma in Purchasing and Supplies Management or Graduate Diploma in Purchasing and Supply Management plus eight years relevant post qualification experience or MCIPS.*

**REMUNERATION PACKAGE AND BENEFITS**

- *Attractive Salary;*
- *Contributory Pension Scheme;*
- *Various Staff Advance Schemes (e.g. Motor Vehicle and Housing Loans);*
- *Group Life Assurance, Group Accident, Disability and Dread Disease covers;*
- *Relocation Expenses, where applicable; and*
- *Medical Aid Scheme.*

*Applications, including Curriculum Vitae, certified copies of certificates, transcripts and at least two most recent references should be sent by September 11, 2011 to:*

*Director  
Human Resources Department  
Bank of Botswana  
Private Bag 154  
Gaborone*