

EMPLOYMENT OPPORTUNITIES



BOTSWANA
EXAMINATIONS
COUNCIL

Botswana Examinations Council (BEC) is mandated under Section 5 of the Botswana Examinations Council Act CAP 58:03 (as Amended by BEC Amendment Act No. 19 of 2020) to manage and conduct examinations and assessment in general education and Technical and Vocational Education and Training (TVET). BEC has developed a new strategy and consequently, a new structure that is aligned to the strategy.

The organization wishes to attract into the following positions, results oriented professionals, with solid leadership experience, who are driven by a passion for excellence.

1. HEAD LEGAL SERVICES X 1

Main purpose of the job

Oversee, plan and manage the provision of legal services to BEC, and ensure that authoritative and high quality advice, opinion, assistance, support and inputs are provided on all legal and regulatory matters. Serve as the corporate secretariat for BEC's governing bodies: the Council and its sub-committees. Expertly guide the work of own team, steer them towards effective delivery of the Department's mandate and achievement of its goals, and ensure optimal use of all resources within the Department.

Position and Requirements

Key Performance Areas

- Quality of legal advice, assistance and support (cost-effective, usefulness, authoritative, timely, speed, comprehensiveness)
- Secure, up to date, complete legal records
- Minimised/mitigated legal risks
- Compliance with the Council's statutory requirements and other legislative requirements
- Protection of the Council's interests in contract negotiations and agreements.
- Efficient provision of secretarial services to the Governing Council and its sub-committees (timely, accurate, prompt)

Qualification and Experience

- At least a Degree in Law from a recognised institution and a license to practice law in Botswana. Membership of the Botswana Law Society and admitted to practice in courts of the Republic of Botswana
- At least 10 years similar experience post-qualification, 3 of which should have been spent as a Corporation Lawyer in a large organisation.

Key competencies

- Communication and Interpersonal skills
- Conflict management
- Decision-making
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management
- Organisational (planning, budgeting, time management, work prioritisation) Project / contract / procurement management
- Research, critical thinking, analytical & problem-solving
- Strategy and policy development

2. FINANCE OFFICER I (PAYABLES) X 1

Main Purpose of the Job

Responsible for the payables function (processing of invoices, payment, record-keeping, reconciliations, reporting)

Position Requirements

Key performance areas:

- Management of general ledger, record books, accounts payable journals
- Prepare voucher packages for processing.
- Ensure timely payments of vendor invoices and expense vouchers
- Ensure accurate entry of transactions to accounting system
- Perform statement reconciliation for monthly procurement
- Preparation of accounting, financial and management reports and management accounts, for review by the Accountant
- Implement and maintain an appropriate structure, system of policies and procedures for adequate level of control over all activities under own supervision
- Arrange the audit schedule and attend to auditor queries

Qualification & Experience:

- At least a Degree in Accounting or a closely relevant field from a recognised institution. A professional accounting qualification such as CIMA, ACCA, CA or recognised equivalent is an added advantage, knowledge in IAS, IFRS and IPSAS, Proficient in the use of computers and software relevant to the position.
- Minimum 4 years relevant experience of which 2 years should have been at junior professional/ technician level or its equivalent.

Key Competencies

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

3. FINANCE OFFICER II (CASH, BUDGET & PROJECTS) X 1

Main Purpose of The Job

Monitor cash flow, manage bank accounts, maintain financial records, perform banking operations, and handle the cash management system. Undertake the budget forecasting, preparation, reporting and control process. Responsible for the financial administration, accounting and reporting of any donor/project funds

Position Requirements

Key performance areas:

- Handle all cash management operations
- Manage BEC's banking operations and ensure that funds are

appropriately banked in accordance to IFR Standards

- Prepare bank reconciliations against the GL for review by the Accountant
- Prepare cash flow reports, and identify and evaluate variances
- Liaise with the bank and provide update on treasury requirements
- Ensure that all receipts and payments are properly recorded on a daily basis
- Review treasury records and ensure all month-end checks and reconciliations have been done, and accounting information are complete and accurate
- Check and finalise all account schedules and analyses for annual statutory reporting
- Participate in preparation of year-end financial statements and schedules
- Prepare and distribute to budget-holders their costing and budgeting monthly expenditure reports
- Draft report on budget variances for review by the Accountant
- Monitor project actual expenditure against budget and report on overruns
- Set up and maintain chart of accounts for project expense accounting and reporting
- Work with Project teams for the financial aspects of projects' closure and liquidation

Qualification & Experience:

- At least an Advanced Diploma in Finance or a relevant field from a recognised institution

- A Bachelor's degree will be an added advantage.
- Studying a professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent.
- A minimum of 4 years post-qualification experience for Diploma holders and a minimum of 2 years relevant post qualification experience for degree holders.

Key Competencies:

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

4. CENTRE QUALITY ASSURANCE OFFICER I X 4

Main Purpose Of The Job

Conduct inspections of assessment centres pre-exams and during live exams in order to ascertain their compliance with BEC's rules, regulations, standards and practices for administration of assessment

Position Requirements

Key performance areas:

- Carry out inspections to award centre status to new Institutions wanting to be assessment centres
- Undertake inspection visits (pre-exams and during live exams) to centres operating timetabled assessments to check compliance to set standards
- Verify and ensure that the examination process has integrity and BEC regulations are being applied consistently
- Provide written feedback to both the centre and the Centre Quality Assurance Manager on a centre's compliance with the regulations
- Undertake detailed investigations in cases of gross non-compliance
- Flag issues of non-compliance as necessary to the Manager and make recommendations
- Issue warnings and or apply appropriate penalties and sanctions to a centre, as per instructions from the Manager

Qualification & Experience

- At least a Degree in Educational Management or a relevant field from a recognised institution. Good knowledge, interpretation and application of legislations, regulations, standards, policies, procedures and best practices governing the administration of assessments
- At least 4 years' experience post-qualification in quality assurance policies, procedures, principles and practices, of which 2 years should have been at junior professional/ technician level or its equivalent.

Key Competencies

- Communication and Interpersonal Skills
- Networking and relationship building
- Organisational Skills

5. MATERIALS MANAGEMENT OFFICER I X 1

Main Purpose Of The Job

Plan, coordinate and supervise materials management services for different assessment levels in accordance with established procedures, standards and guidelines

Position Requirements

Key Performance Areas:

- Early Material dispatch for Coursework and Practical Examinations
- Dispatch and transport of examination materials to centres in collaboration with the Security team

- Receipt, log in and packing of scripts, projects and folios from Centres, with the collaboration of the Security team
- Packing and dispatch of scripts for selected subjects bound for Cambridge International
- Checking and verification of storeroom log book
- Packaging of scripts and stationery and into boxes for marking
- Supervision of the standardisation and marking exercise from an administrative perspective
- Attending to queries from examiners during marking and liaising with relevant departments for resolution
- Packing Scripts according to syllabus, component and Centre order in storerooms
- Pulling scripts for data cleaning purposes and for the grade review exercise
- Supervision of the Grade review exercise from an administrative perspective
- Disposal of Previous years scripts and related documents

Qualification & Experience:

- At least a Degree in Educational Management or a relevant field from a recognised institution, Certification in assessment administration
- At least 4 years' experience post-qualification of which 2 years' should have been at junior professional/ technician level or its equivalent.

Key Competencies:

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

6. MARKING MODERATION AND GRADING EXECUTIVE X 1

Main Purpose Of The Job

Coordinate the pre, during and post-exams moderation of formative and summative assessments to ensure that assessments are marked in an academically rigorous manner with reference to agreed marking criteria. Coordinate the marking of assessments whilst ensuring that marking is consistent, fair, and to the required standard. Coordinate the setting of grades and grade boundaries after all the marking has been done using a mixture of statistical evidence and expert judgement

Position Requirements

Key performance areas:

- Develop and disseminate assessment guides for moderation, marking schemes and explanatory marking notes
- Select best practice moderation methods and marking strategies
- Ensure that all logistics for moderation, marking and grade review are organised and scripts are selected by Assessment Administration and TVET Administration
- Train and facilitate discussions with external moderators and markers
- Evaluate the performance of moderators and markers
- Prepare reports on moderation and marking activities
- Supervise the compilation and ratification of assessment results
- Coordinate the handling of appeals from candidates for re-marking
- Supervise the re-marking of scripts and modification of results as required
- Work with the Head and external experts if required for the determination and agreement of the grade boundaries

Qualification & Experience:

- At least a Degree in Educational Assessment / Management or a relevant field from a recognised institution. A Masters will be an added advantage
- Minimum of 6 years relevant experience of which 3 years should have been at professional level or its equivalent.

Key Competencies:

- Communication and Interpersonal Skills
- Negotiation, networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

7. MARKING MODERATION AND GRADING OFFICER I X 3

Main Purpose Of The Job

Provide technical and administrative assistance to the team during moderation, standardisation, marking, re-marking, and grade review activities.

Position Requirements

Key performance areas:

- Dissemination of assessment guides and marking schemes to moderators and markers
- Day to day liaison with external moderators and markers to address any queries that they may have
- Provide clerical support to internal committees set up
- Liaison with Materials Management team for script selection and the Printing and Logistics team to facilitate the moderation and marking exercises
- Conduct of external moderation in sample of centres

pre-exams, during live exams and post exams

- Closely monitor the daily achievements of moderation and marking quotas and report to the Executive in case there are any delays
- Address any queries that Data Management may have during compilation of assessment results
- Collate data, including exam results, report grades, attendance figures and other specific areas, as per the requirements of the Executive for analysis and reporting
- Compile and consolidate performance ratings of external assessment personnel recruited for moderation and marking, based on the outcome of performance appraisals

Qualification & Experience:

- At least a Degree in Educational Management or a relevant field from a recognised institution
- At least 4 years' experience post-qualification of which 2 years should have been at junior professional/ technician level or its equivalent.

Key Competencies:

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

8. DEVELOPER X 1

Main Purpose Of The Job

Responsible for the design and building of web applications for business systems of BEC

Position Requirements

Key performance areas:

- Web application designing, building, or maintaining;
- Enhance existing systems by analysing business objectives, preparing an action plan and identifying areas for modification and improvement
- Maintain existing software systems by identifying and correcting software defects
- Investigate and develop skills in new technologies
- Perform updates and work closely with any external designers/developers for updates
- Test all new features and add-ons thoroughly
- Edit, write, or design technical website content, or assist the Web Editorial and Social Media Officer I to update content on the website
- Back up files from Web sites to local directories for recovery

Qualification & Experience:

- At least an Advanced Diploma in IT or a relevant field from a recognised institution. Knowledge in Established development tools, guidelines and conventions including but not limited to ASP.NET, SQL Server, HTML, CSS, JavaScript, and C#/VB.NET
- Proficient in the use of computers and software relevant to the position A Bachelor Degree will be an added advantage
- A minimum of 4 years of relevant post-qualification experience for Diploma holders and a minimum of 2 years of relevant post-qualification experience for Degree holders.

Key Competencies:

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

9. IT SECURITY ENGINEER X 1

Main Purpose Of The Job

Supervise the design and implementation of security systems across the Council in order to protect BEC's computer networks from cyber-attacks, and help set and maintain security standards

Position Requirements

Key performance areas:

- Undertake system daily monitoring and respond immediately to security concerns
- Upgrade systems and processes for enhanced security issue resolution
- Manage security around the systems; administer infrastructure, including firewalls, databases, malware protection software and other processes
- Monitor computer networks for security issues
- Investigate security breaches and other cyber security alerts
- Install security measures and operate software such as firewalls and data encryption programmes to protect the IT infrastructure
- Prepare reports that document security breaches and the extent of the damage caused by the breaches
- Perform tests and uncover network vulnerabilities
- Fix detected risks to maintain a high-security standard
- Develop Council-wide best practices for IT security
- Collaborate with the IT Auditor engaged to identify IT security risks and to develop remedial measures

Qualification & Experience:

- At least a Degree in IT or a relevant field from a recognised institution

- Minimum 4 years relevant experience of which 2 years should have been at junior professional/technician level or its equivalent, which includes experience in Cyber security, firewalls, network security, information assurance, application security, security engineering, and security architecture, Penetration testing and systems auditing.

Key Competencies:

- Communication and Interpersonal Skills
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

10. SECURITY SERVICES OFFICER I X 1

Main Purpose Of The Job

Responsible for enforcement duties for the protection, safety and security of employees, visitors, and all property within the area under the control and jurisdiction of BEC

Position Requirements

Key performance areas:

- Develop a plan to identify and address security gaps in BEC grounds/ buildings
- Investigate criminal offenses, and recover stolen or lost property, arrest offenders, and confer with local law enforcement
- Prepare incident reports for internal use or for law enforcement bodies as needed
- Enforce compliance with proper vehicle driving rules and regulations on the premises
- Design and maintain an inventory system for the keys of all buildings, and ensure that all locks, doors, and alarms are working properly
- Liaise closely with risk management specialists and internal audit on the minimisation of physical risks
- Supervise the work of the external security agency, and ensure that they perform their work diligently and in accordance with the SLAs
- Monitor delivery and installation of security equipment by contractors and service providers and negotiate, recommend and manage security service level agreements
- Maintain CCTV and security systems, and ensure it is effectively used for identifying suspicious activities
- Liaise with Corporate IT on the security of ICT systems and network and provide input into development of ICT security policies and strategies

Qualification & Experience:

- At least a Degree in Security Management or a relevant field from a recognised institution
- Minimum of 4 years relevant experience of which 2 years should have been at junior professional/ technician level or its equivalent.

Key Competencies:

- Communication and Interpersonal Skills
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

11. SECURITY SERVICES OFFICER II X 1

Main Purpose Of The Job

Under the direction of the Security Services Officer I, provide personal, equipment, and property security for staff and visitors within BEC

Position Requirements

Key performance areas:

- Supervise the security agency officers appointed and make sure that they conduct their work and ensure that they perform their work diligently and in accordance with the SLAs
- Participate in fire and emergency response drills
- Conduct security audits of the premises, and report to the Security Services Officer I
- Address any security concerns that staff may have

Qualification & Experience:

- At least an Advanced Diploma in Security Management or a relevant field from a recognised institution. A Bachelor Degree will be an added advantage.
- A minimum of 4 years of relevant post-qualification experience for Diploma holders or a minimum of 2 years of relevant post-qualification experience for Degree holders.

Key Competencies:

- Communication and interpersonal skills
- Supervisory
- Organisational skills
- Research, critical thinking, analytical & problem-solving.

12. SECURITY SYSTEMS OFFICER II X 1

Main Purpose Of The Job

Under the direction of the Security Services Officer I, coordinate, supervise and control the delivery and continuity of the Security Management Systems and recommend technologies and applications to enhance efficiency, integrity and the security of the systems. Monitor systems efficiencies, plan

and ensure effective system and network maintenance

Position Requirements

Key performance areas:

- Operate, monitor, evaluate and maintain CCTV systems
- Ensure information security by continually enhancing the confidentiality, integrity and availability of data stored in the security systems
- Monitor and diagnose server problems, and other Security systems components
- Analyse Access and Surveillance Data in order to establish trends, patterns, standards and anomalies, and recommends solutions
- Develop system effectiveness standards and compliance measurement tools
- Set and implement systems administration routines
- Develop system training requirements, course contents, and training material, and ensures delivery of the programmes
- Identify the Security Management technological requirements, develop specifications and recommend procurement of new components to improve the effectiveness of the security systems
- Manage the fault-logging database

Qualification & Experience:

- At least an Advanced Diploma in IT or a relevant field from a recognised institution. A Bachelor Degree will be an added advantage.
- Minimum of 4 years of relevant post-qualification experience for Diploma holders or a minimum of 2 years of relevant post-qualification experience for Degree holders. Excellent knowledge of CCTV, Access Control, Fire and Intruder alarm systems

Key Competencies:

- Communication and Interpersonal skills
- Networking & relationship building
- Organisational skills (planning, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving.

13. PROCUREMENT OFFICER X 2

Main Purpose Of The Job

Assist the Procurement Executive in the effective and efficient conduct of the procurement activity for the assigned Departments in BEC.

Position Requirements

Key performance areas:

- Ensure that the administrative records and electronic records are well maintained
- Obtain quotes from suppliers
- Check purchase requisitions against specification and compliance criteria
- Place and follow up orders to ensure timely and accurate supply of goods and services
- Receive orders and process receipt vouchers, invoices, delivery notes
- Check and validate details of all incoming stock consignments against purchase orders to ensure all materials received match specifications in purchase orders
- Check goods received from suppliers match them with corresponding orders, and hand-over to Stores section
- Investigate and resolve any discrepancies in supply

Qualification & Experience:

- At least a Degree in Supply Chain or Procurement Management or a relevant field from a recognised institution
- Minimum 4 years relevant experience of which 2 years should have been at junior professional/ technician level or its equivalent

Key Competencies:

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

14. DATA PROCESSING EXECUTIVE X 1

Main Purpose Of The Job

Plan, organise and supervise the conduct of data processing work to generate cleaned data sets and reports that meet the needs of users, and that are in accordance with established procedures, rules and principles. Ascertain the confidential and accurate processing of data and generation of reports for all levels of assessments undertaken by the Council

Position Requirements

Key performance areas:

- Provide inputs to the development and review of strategy, policy, procedures, processes, rules, regulations and standards for the department
- Plan, organise and coordinate data processing activities to ensure adherence to examination deadlines; and communicate

the schedule of work to the team

- Develop and implement data security guidelines and procedures to ensure that data is processed under secure conditions; and ensure that the team adheres to security and confidentiality procedures at all times during the processing of confidential data and information
- Resolve technical problems relating to database management and generation of reports, and escalate to Core Systems unit if resolution cannot be done at own level
- Monitor systems efficiencies

Qualification & Experience:

- At least a Degree in IT or a relevant field from a recognised institution. A Masters will be an added advantage.
- Minimum of 6 years' experience post-qualification in a similar position, and at least 3 years should be at a professional or equivalent level.

Key Competencies:

- Communication and Interpersonal Skills
- Mentoring and coaching
- Negotiation, networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

15. DATA PROCESSING OFFICER II X 2

Main Purpose Of The Job

Process assessment data using the appropriate technologies and produce clean data sets that contain accurate information, that is secured and that can be used to generate the required reports

Position Requirements

Key performance areas:

- Clean the data, remove inconsistencies and process the data so that it is in a format that can be used to generate the necessary reports
- Maintain the security and integrity of the data and information contained on the database through routine and ad hoc validity checks
- Generate non-standard reports from queries to meet customers' requirements for information
- Liaise with data capture section on data capture and scanning technologies to ensure that the prime entry data is 'clean'
- Issue error reports and monitor any amendments to ensure that security and integrity protocols are observed
- Resolve problems relating to data management and generation of reports ensuring the integrity of the system, and escalate the issues that cannot be resolved at your level

Qualification & Experience:

- At least an Advanced Diploma in IT or a relevant field from a recognised institution. A Bachelor Degree will be an added advantage.
- A minimum of 4 years of relevant post-qualification experience for Diploma holders or a minimum of 2 years of relevant post-qualification experience for Degree holders.

Key Competencies:

- Communication and interpersonal skills
- Organisational skills (planning, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving.

16. GRAPHICS DESIGNER X 1

Main Purpose Of The Job

Develop the overall layout and production design for assessment materials and other related printed publications strictly in accordance with design and template specifications and security procedures to ensure that the assessment materials and other related publications are prepared for printing as per timetables and schedules

Position Requirements

Key performance areas:

- Assist in the development of design specifications and templates to enhance the legibility and security of assessment materials, and other documentation and publications
- Design layouts, designs, artwork and formats to deliver a wide range of visual assets/materials and produce documents from design concept to final format
- Advise on the development of presentation-ready material and customising of graphics and other publications
- Generate engaging, memorable visual and copy concepts by researching design trends and best practices, new technologies and applications
- Development and maintenance of print and digital design style guide
- Implement the approved design style for assessment documents
- Liaise with printing houses on printing requirements and technical production matters to ensure that material and publications are reproduced in accordance with concept and specifications

Qualification & Experience

- At least a Diploma in Fine Arts, Graphic Design or a relevant field from a recognised institution. A Bachelor Degree will be an added advantage.
- A minimum of 4 years similar experience post-qualification for Diploma holders or a minimum of 2 years similar experience post-qualification for Degree holders.

Key Competencies

- Communication and Interpersonal skills
- Networking and relationship building
- Organisational skills (planning, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving.



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If you meet the above requirements please submit you application letters including updated curriculum vitae with three (3) traceable referees, certified Omang and certified certificates to:

The Director Human Capital
Private Bag 0070
Gaborone

And e-mail application recruitment@bec.co.bw

We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or received after the closing date will not be