

VACANCIES

External Advertisement

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

1. MANAGER PROCUREMENT X I (5 YEARS FIXED TERM CONTRACT)

Main purpose of the job

Plan, coordinate, manage and direct the overall Procurement Unit in accordance with established procurement policies, procedures and regulations, whilst ensuring economy, efficiency, transparency, fairness, accountability/ethical standards and promoting competition. Expertly guide the work of the Department's staff, 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

- Initiation, on-going development and delivery of procurement strategy, policy, procedures, processes, rules, regulations and standards, while ascertaining legal and regulatory compliance,
- Coordinate procurement planning across the various Departments and come up with a consolidated procurement plan.
- Design, review and oversee the implementation of framework contracts.
- Review, update and monitor the procurement procedures to reflect changes in technology and leading technique.
- Roll out training on a formal procurement process so that all Departments are aware of their roles and responsibilities in the process.
- Oversee the sourcing of suitable suppliers and negotiation of contracts to optimise services and secure advantageous terms.
- Ascertain that the internal users are provided with accurate, quick, timely and competent procurement services.
- Oversee the management of stores.
- Ensure the public has appropriate access to procurement notices and solicitation documents so as to promote competitiveness.
- Ensure proper maintenance of procurement processes records.
- Review key functional metrics to reduce procurement costs and improve effectiveness; control spend and build a culture of long-term saving on procurement costs; and continually improve purchasing methods.
- Perform risk management for supply contracts and agreements.
- Evaluate and report annually on supplier performance evaluation to Management.
- Be the focal point and advisor to the tender/ evaluation committees.
- Ensure timely development of tender documents and initiation of the procurement process.
- Oversee periodic reporting of performance against plans and targets to EMT/Council
- Build, lead and motivate subordinates to advance into a high performing team.

Qualification and Experience

- At least a Degree in Supply Chain or Procurement Management or a relevant field from a recognised institution and be a Full Member of Chartered Institute of Procurement and Supply (MCIPS).
- A Masters will be an added advantage.
- At least eight (8) years similar experience post-qualification, this includes a minimum of three (3) years in line management position.
- Must be a Citizen of Botswana

Key competencies

- Communication
- Conflict management
- Decision-making
- Interpersonal
- People management
- Mentoring / coaching
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management.
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving
- Strategic planning and execution
- Team building

2. MANAGER PROCUREMENT OVERSIGHT X I (5 YEARS FIXED TERM CONTRACT)

Main Purpose of the Job

The Manager, Procurement Oversight shall be responsible for the pre-adjudication, adjudication and recommendation of tender awards, rejection, cancellation, or any other appropriate recommendations relating to tendering processes and procedures within the Council.

Position Requirements

Key performances areas

- Ensuring efficiency and effectiveness in a manner possible by enforcing compliance with provisions of the Public Procurement New Act, Regulations and best practice
- Ensuring sustainable procurement in delivering economic, social and environmental policy objectives.
- Developing policies and strategies for procurement from international markets including foundations, agencies, supranational organisation, or their procurement agents, preferred international suppliers or development partners for complex supply chains.
- Ensuring that the exercise of the department functions, are carry out independently.
- Develop departmental strategies and plans in line with corporate goals.
- Monitor the realisation of departmental policies, plans and targets.
- Budget management and control in order to optimise returns on expenditures and support the department's strategy.
- Oversee periodic reporting of performance against plans and targets to EMT/Council
- Build, lead and motivate subordinates to advance into a high performing team.

Qualification & Experience

- At least a Degree in Purchasing and Materials Management or a relevant field from a recognised institution and be a Full Member of Chartered Institute of Procurement and Supply (MCIPS).
- A Master's degree will be an added advantage.
- At least eight (8) years similar experience post-qualification, this includes a minimum of three (3) years in line management position.
- Must be a Citizen of Botswana

Key Competencies

- Communication
- Conflict management
- Decision-making
- Interpersonal
- People management
- Mentoring /coaching
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management.
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving
- Strategic planning and execution
- Team building

3. GRAPHICS DESIGNER X I (18-24 MONTHS FIXED TERM CONTRACT)

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

If you meet the above requirements please enclose your application letter, updated curriculum vitae with three (3) traceable referees, certified Omang and certified certificates and address your application to:

The Director Human Capital
Private Bag 0070
Gaborone

And e-mail applications to recruitment@bec.co.bw

Kindly indicate the position you are applying for in the subject. We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or received after the closing date will not be considered. The closing date for applications is the 31 May 2024.