

# VACANCIES



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, results oriented professionals, with solid leadership experience, who are driven by a passion for excellence.

## 1. Head Assessment Technology x 1 (5 YEARS FIXED TERM CONTRACT)

### Main purpose of the job

Responsible for senior level decision making, day to day management, strategic direction and expert guidance in the effective use of core system technology, technology services planning, organisation, administration and evaluation as well as the integration of new and emerging technologies to increase efficiencies and productivity. Work closely with Corporate IT, as per the delegation of functions assigned to Corporate IT and Assessment Technology. Provide leadership to the management of data generated from the conduct of assessments. 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

Work together with the Head Corporate IT to undertake the following, as per the delegation of functions assigned to Corporate IT and Assessment Technology:

- Formulate, review and implement ICT policies, strategies, rules, regulations, systems, processes and procedures in order to ensure achievement of BEC goals and objectives
- Develop long term planning for ICT use in BEC, and ensure implementation of the ICT plans and programmes to support its operation
- Ensure that all systems developed are fully integrated
- Ascertain that all ICT network infrastructure, services and applications are operational
- Ensure that IT needs of users are identified and transmitted to developers, and that appropriate systems are implemented
- Provide expert advice to leadership on specific ICT related matters
- Evaluate the need for new and emerging technologies to support BEC's operations
  - Identify and draw awareness on operational risk for IT capability, mitigate this risk as far as possible, and ensure that projects have an up-to-date risk register
- Management of the core system IT architecture of BEC
- Oversight on the data management process
- Lead and provide expert oversight on the following:
  - Development and implementation of core IT systems
  - Monitoring, maintenance and management of the core IT systems
  - Control and management of related IT projects and IT vendors/contractors
  - Development, implementation, maintenance and management of BI solutions
- Generation of standard and customised BI reports for internal users, for EMT/SMT/Council and for selected external users
- Implementation of processes, procedures and controls to ascertain the security, integrity and confidentiality, and to guard the Council against security breaches and hacking
- Conduct of specific data analysis projects commissioned by external stakeholders for purposes of informing decisions and policy on assessments
- Management of data capture and processing functions
- Management of IT risks identified by IT auditors

#### Qualification and Experience

At least a Masters in IT or a relevant field from a recognised institution and a Professional certification in any specific IT-relevant fields, IT governance, IT strategy development and delivery, IT project/programme management, IT Service management etc. Proficient in the use of computers and software relevant to the position. At least 10 years of ICT experience post-qualification. This includes a minimum of 4 years in a middle management position

#### 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 Materials Management x 1 (5 YEARS FIXED TERM CONTRACT)

### Main Purpose of the Job

Plan, coordinate, manage and organise the secured handling and despatch of examination materials before exams as well as the secured management of scripts post exams. Quality review of the work of subordinates, manage their efforts and performance. Work with the Director for the initiation, on-going development and delivery of assessment administration strategy, policy, procedures, processes, rules, regulations and standards. Coordinate with Relations Management for recruitment, selection and appraisal of external assessment personnel posted to the Marking Venues.

### Position Requirements

#### Key performances areas

- Plan, coordinate, manage and direct the following activities pre-exams:
  - Early material dispatch for coursework and practical assessments
- Dispatch and transport of assessment materials to centres in collaboration with the Security team to ensure the security of material in transit to prevent any potential leaks which may jeopardise the integrity of the system
- Coordinate the training of markers on the administrative aspects
- Plan, coordinate, manage and direct the following activities post-exams:
  - 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
  - Supervision of script selection and standardisation
  - Checking and verification of storeroom log book
  - Packaging of scripts into boxes for marking
  - Counting, recording and packaging stationery for marking
  - Allocation of scripts and materials to rooms
  - Supervision of the marking exercise from an administrative perspective (to be done in collaboration with the Marking, Moderation and Grading team)
- Attending to queries from examiners during marking and liaising with relevant departments for resolution
  - Transportation of scripts from marking venues
- Packing scripts according to syllabus, component and Centre order in storerooms
- Pulling scripts for data cleaning purposes and for the grade review exercise
- Transportation of scripts to the grade review venue
- Supervision of the Grade review exercise from an administrative perspective (to be done in collaboration with the Marking, Moderation and Grading team)
- Disposal of Previous years scripts and related documents
- Conduct together with Assessment Design, the performance appraisals of outsourced assessment personnel, as per the guidelines set by Relations Management
- Participate in monitoring the Department's operational effectiveness, progress and performance on a regular basis, and propose changes for improvement
- Build a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel

#### Qualification & Experience:

At least a Degree in Educational Management or a relevant field from a recognised institution. A Masters will be an added advantage. Certification in assessment administration. At least eight (8) years educational assessment experience post-qualification, with practical experience in the administration of assessment and testing procedures in a computerised environment. Must have three (3) years' experience in a line management position

#### 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. Management Accountant x 1 (5 YEARS FIXED TERM CONTRACT)

### Main Purpose of the Job

Plan, coordinate, manage BEC's receivables functions. Plan, organise, coordinate and manage the budget forecasting, preparation, reporting and control, as well as the financial administration, accounting and reporting of donor/project funds. Plan, coordinate and manage an efficient and cost-effective payroll function serving BEC's stakeholders. Manage the overall fixed assets accounting & reporting for BEC. Supervise the work of the team of subordinates reporting directly to the position.

#### Key Performance Areas:

- Manage and guide the team in the conduct of the annual budgeting exercise:
- Maintain BEC's fixed asset register and ensure compliance with IAS and IFRS
- Be involved in due diligence and other activities surrounding assets acquisitions and disposals
- Manage fixed assets, acquisitions, disposal, transfer of fixed assets and their activities
- Monitoring of actual expenditure against budget of projects
- Supervising the financial aspects of projects' closure
- Manage efficiently the BEC bank accounts
- Manage the cash flow and bank reconciliations process, and ensure that they are done in a timely and accurate manner
- Manage relationship with banks, negotiate for better services and favourable business terms
- Report to the Director on cash flow positions and advise on liquidity position, identify and recommend borrowing/funding needs
- Recommend any investment options for excess cash
- Respond to related enquiries by Government and Banks
- Monitor receipt of Government funds, and report to Management
- Review consolidated summary cash position, treasury records, and all account schedules and analyses for annual statutory reporting
- Review month end checks and reconciliation, and journal entries
- Ensure proper application of relevant accounting policies (IFRSs and IASs)
- Manage all aspects of the payroll function and the relevant disbursements and accounting processes, whilst ensuring strict compliance with relevant legislation
- Lead the preparation of Annual Financial Reports to facilitate timely production of all regular payroll related financial reports as required
- Act as BEC's contact person (a) with the payroll systems provider, (b) for all third party payments from the payroll, and (c) with BURS on PAYE matters
- Ensure reconciliation of payroll sub-ledger to the general ledger every month
- Ensure accuracy of HR data extracted and imported to payroll system
- Submit BEC's annual return of with-holding tax (PAYE)
- Set up, update and manage efficient work systems and internal controls
- Coordinate work related to internal and external audits in payroll
- Implement audit recommendations in a timely manner to ensure compliance
- Manage receivables whilst ensuring strict compliance with relevant:
- Manage the collection, accounting and disbursements of all institutional funds and ensure proper timing and application of revenue recognition rules
- Ensure reconciliation of Accounts Receivable sub-ledgers and agree them to the general ledger
- Review monthly age-analysis of receivables

#### Qualifications & Experience:

A Bachelors degree in finance, accounting, commerce or related field, plus plus a Professional accounting qualification (CIMA, ACCA, BICA). A minimum experience of 8 years with 4 years post qualification and 3 years at line management/supervisory level.

#### Key Competencies:

- Communication
- Interpersonal
- Mentoring and coaching
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving
- Supervisory

## 4. Procurement Executive

### Main Purpose of the Job

Plan, organise and coordinate the procurement function, ensuring the delivery of an effective and flexible service across a wide range of goods and services. Supervise the work of the team of subordinates reporting directly to the position

#### Key Performance Areas

- Contribute to developing and implementing robust procurement policies and procedures
- Interact with key stakeholders in identifying business needs
- Facilitate the development of the annual procurement plan by liaising with Departments for their inputs
- Work with Finance throughout the procurement cycle to assist with forecasting and budgeting
- Manage preparation, implementation and execution of procurement processes
- Plan and monitor quality of work output, reviewing all procurements in details prior to execution for appropriateness, completeness and accuracy, and giving approvals on matters that are within line of authority
- Verify and ensure that all Technical Specifications, Terms of Reference solicitation documents prepared by the Procurement unit are compliant with the BEC procurement policy, regulations and guidelines and other similar regulations
- Develop a suitable contract database for on-going supplier management
- Maintain positive working relationships with strategic suppliers to assure cost, quality, and delivery targets are met
- Perform sourcing, liaising and negotiating with new and existing suppliers
- Re-negotiate contracts with suppliers to produce better savings and further value for spend
- Review necessary documentations for the procurement of materials and services
- Carry out ex-ante control to ensure compliance of procurement activities to BEC procurement policy, regulations and guidelines
- Ensure value for money procurement is achieved whilst complying with statutory requirements and guidance
- Provide updates, monthly reports and analysis about procurement related progress and potential delays on a daily basis to the Head
- Act as resource person in tender committees on procurement matters
- Assist and train Requisition Units in correctly formulating their procurement needs and procurement plans
- Provide adequate procurement support in any appeal processes made by suppliers
- Proactively anticipate and implement alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise
- Research and apply best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

#### Qualifications & Experience

At least a Degree in Supply Chain or Procurement Management or a relevant field from a recognised institution. A Masters will be an added advantage. Membership of professional institution such as CIPS is an added advantage. Minimum 6 years relevant experience of which 3 years should have been at professional level or its equivalent. Must include some supervisory experience.

#### Key Competencies

- Communication
- Interpersonal
- Mentoring and coaching
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving
- Supervisory

## 5. Research and Development Executive x 5 – Science (Biology/Chemistry/Physics), Moral Education/Religious Education, History, English/English Literature, Geography

### Main Purpose of the Job

Carry out research into educational assessments tools, processes and services. Coordinate the development and review of the syllabus. Coordinate the development of assessment instruments for the assigned programme/ subjects

#### Key Performance Areas

- Carry out the following types of research:
  - To inform development of improved assessment instruments
  - To investigate the possibility of introducing new types of assessments or introducing technology into assessments
  - To evaluate the impact, effectiveness and objectivity of the Council's assessment programmes on the education system
  - To make trend analysis and cross-sectional analysis of assessment results over time
  - To support the parent ministry on any research that are related to educational assessment
- Prepare research proposals for review by the Manager
- Carry out research and prepare periodic progress reports for the Manager and Management of the department
- Instruct R&D Officer 1 to carry out the gathering, processing, analysing of relevant data, and review their work
- Prepare statistical models to analyse assessment results
- Produce background briefing papers and research notes for use in design or for presentations locally and internationally, as necessary
- Prepare detailed research reports
- Ensure that a database of up-to-date reference material is developed and maintained to support research
- Prepare and submit for publication in recognised journals academic and applied research articles to promote the Council as a centre of excellence in the field of assessment research
- Use research reports to produce relevant summaries for internal training and capacity building of the R&D team

Coordinate the development and review of syllabus for a range of subjects:

Coordinate and review the work of external setters of assessment papers:

#### Qualifications & Experience

At least a Masters in Educational Management, Measurement or Research Degree must be in one specialised subject as per the BEC's established list. A minimum six (6) years relevant experience of which three (3) years should have been at professional level or its equivalent. Must also have some supervisory experience.

#### Key Competencies

- Communication
- Interpersonal
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving

## 6. Strategy Planning and Evaluation Executive

### Main Purpose of the Job

Facilitate strategic, corporate and departmental planning through technical support and assistance. Provide business intelligence data in order to support strategic planning, decision-making and continual improvements in the efficiency and effectiveness of BEC Monitor and evaluate the corporate performance of BEC and development of a dashboard for Management.

#### Key Performance Areas

- Participate in strategic planning workshops, and assist the Head in facilitating the development and review of the strategic plan
- Research, develop and write strategic plan documents
- Interrogate and use the research results, data and statistics gathered by the Corporate Performance Analyst to inform the planning exercise
- Accompany and guide Departments (through workshops) to align their departmental plans with the strategic plan and the corporate plan
- Participate and provide all necessary technical support to the Head in meetings with Finance where the aim is to integrate the annual planning and budgeting process; and prepare guidelines/templates to assist the Departments
- Compile and consolidate departmental plans and submit for review to the Head
- Monitor and evaluate the implementation of the strategic plan, the corporate plan and the annual departmental plans by undertaking the following:
  - Keep track on whether Departments are implementing their plan and measure performance as agreed
- Engage with Departments to identify challenges and propose remedial actions that are within own competency areas
- Analyse reports/scorecards of Departments
- Draft periodic reports on targets versus achievements for review by the Head
- Collect, analyse and provide any data support for policy and strategy formulation, planning decisions and for improving internal efficiency and effectiveness of BEC
- Work with the Head to define business SMART KPI's and KPIs for tracking progress of implementation of Corporate plans and Departmental plans
- Implement a monitoring, evaluation and reporting systems, mechanisms, tools and templates in place
- Provide on-going assistance and support to Departments for population of templates and submission of performance data/reports
- Prepare periodic monitoring and evaluation reports for review by the Head and submission to EMT and SMT
- Generate dashboards of performance against targets (corporate and departmental) with analyses as per Management's needs
- Monitor and proactively analyse internal and external trends and developments that affect BEC, and that may affect its future strategies
- Coordinate the preparation of the corporate annual report and any BEC performance report meant for its Shareholders

#### Qualification & Experience

At least a Degree in business or public administration, management science, operations research, organisational behaviour, statistics or a relevant field, from a recognised institution. A Masters will be an added advantage. At least six (6) years relevant experience of which three (3) years should have been at professional level or its equivalent.

#### Key Competencies

- Communication
- Interpersonal
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving

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

The Director Human Capital  
Botswana Examinations Council  
Private Bag 0070  
Gaborone

And e-mail applications to: [recruitment@bec.co.bw](mailto:recruitment@bec.co.bw)

Kindly indicate the position you are applying for in the subject of the email. 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 12 July 2024.



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#Bwminedisclosure



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