



EMPLOYMENT OPPORTUNITY

The Botswana Examinations Council (BEC) is mandated under Section 5 of the Botswana Examinations Council Act no 21 of 2019 (Amendment Act) CAP 58:03 to manage and conduct examinations and assessment in General Education and Technical and Vocational Education and Training (TVET).

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

IT Security Engineer

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. Supervise the work of the team of subordinates reporting directly to the position.

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
- Simulate attacks to look for vulnerabilities in the systems
- Fix detected risks to maintain a high-security standard
- Develop Council-wide best practices for IT security
- Help users when they need to install or learn about new security products and procedures
- Continuously update BEC's incident response and disaster recovery plans
- Verify the security of third-party vendors before engaging them on projects
- Stay up-to-date on information technology trends and security standards
- Collaborate with the IT Auditor engaged to identify IT security risks and to develop remedial measures
- Proactively anticipate and implement alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise

Qualifications and Experience

At least a Degree in IT or a relevant field from a recognised institution as well as any certification demonstrating competency in systems and network security. A minimum of four (4) years relevant experience of which two (2) years should have been at junior professional/ technician level or its equivalent. Must include supervisory experience.

Key Competencies

- Communication
- Interpersonal
- Mentoring and coaching
- Organisational skills
- Research, critical thinking, analytical & problem-solving
- Supervisory skills

If you meet the above requirements please submit your cover letter, updated curriculum vitae with three (3) traceable referees, certified Omang and certified academic certificates to recruitment@bec.co.bw, applications should be addressed to

The Director Human Capital
Botswana Examinations Council
Private Bag 0070
Gaborone

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: **19th December 2025.**