



VACANCIES

PERSONAL ASSISTANT - 2 POSITIONS

Main purpose of the job

To provide full range of secretarial and office management services to Directorates and Divisions to enhance efficiency and project a positive image of the divisions.

Key Performance Areas

1. Customer satisfaction
2. Confidentiality of Council information
3. Availability and retrieval of information
4. Speed and accuracy of work
5. Neat and tidy appearance
6. Availability of refreshments and office requests

Position requirements

Qualification

Diploma in Secretarial Studies

Experience

Three years post qualification experience as Secretary preferably in professional environment

Competencies

- Interpersonal and communication skills
- Presentability
- Pro-active and innovative
- Business ethics and etiquette
- Customer Service

- Attention to details
- Assertiveness

Compensation/Benefits

BEC offers a competitive package commensurate with the candidate's qualifications and experience.

Suitably qualified candidates are invited to submit typed application letters, detailed and updated curriculum vitae, names of three (3) referees and certified copies of certificates by **19th December 2019** to:

Contact Details

Director Human Resources
Botswana Examinations Council
Plot 54862 KT Motsete Road
P/Bag 0070, Gaborone
Telephone no: 365 0700

The advertisement is available on the BEC website www.bec.co.bw

We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or which are sent via email, facsimile or received after the closing date will not be considered.



Botswana Examinations Council



@Bots_Exams



www.bec.co.bw