



# VACANCIES

## SECURITY ASSISTANT (Fixed Term Contract)

### Main Purpose of the Job

To provide efficient and effective security service to minimize potential risk of losses to the council in accordance with laid down policies and procedures.

### Key Performance Areas

- Adherence to security and safety policies and procedures
- Security of company assets and personnel.
- Examinations Security.
- Customer Service
- Availability, accuracy and Integrity of information

### Position Requirements

#### Education

- Education: Minimum of BGCSE, Certificate in Security Risk Management or related area will be an added advantage.

**Experience:** Two years post qualification experience preferably in a security or law enforcement agency.

#### Competencies

- Communication skills
- Customer Service
- Teamwork
- Attention to detail
- Computer Skills

#### Remuneration

BEC offers a competitive salary commensurate with the candidate qualifications and experience.

Suitably qualified candidates are invited to submit typed application letters, detailed and updated curriculum vitae, names of three (3) referees, certified copies of certificates and Omang to [recruitment@bec.co.bw](mailto:recruitment@bec.co.bw) on or before the close of business on the by **2<sup>nd</sup> September 2022 at 16:30 pm.**

The letter shall be addressed to:

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



Botswana Examinations Council



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