



## EMPLOYMENT OPPORTUNITY

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).

The organisation wishes to attract, results oriented professionals, with solid leadership experience, who are driven by a passion for excellence into the position of:

### I. Manager - Procurement Oversight

#### 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 Performance Areas

- Ensuring efficiency and effectiveness in a manner possible by enforcing compliance with provisions of the Public Procurement 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 carried 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

##### Qualifications and Experience

- a. 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.
- b. At least eight (8) years similar experience post-qualification, this includes a minimum of three (3) years in line management position.
- b. 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

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

**The Director Human Capital  
Botswana Examinations Council  
Private Bag 0070  
Gaborone**

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

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 **30<sup>th</sup> June 2026**.

**Personal data submitted in response to this advert will be processed by the Botswana Examinations Council for recruitment and selection purposes necessary for the performance of the Council's official authority. Personal data will be processed lawfully, accessed by authorized personnel and retained only as required by law, in accordance with Botswana Data Protection Act, 2024.**

