

# JOB VACANCIES

The Botswana Qualifications Authority (BQA) is a parastatal under the Ministry of Tertiary Education Research Science and Technology. It draws its mandate from the BQA Act No.24 of 2013. Its main objectives are to provide for and maintain a National Credit and Qualifications Framework (NCQF) and to coordinate the Education, Training and Skills Development Quality Assurance System.

BQA invites applications from qualified candidates to fill the following positions:

## **CHIEF EXECUTIVE OFFICER**

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### **Job Summary:**

To provide overall stewardship through effective strategy and implementation thereof and manage all institutional activities to ensure that high quality and cost effective services are delivered to clients. To promote and support cross functional exchanges, operations, drive organizational and culture change, and ensure that all policies, regulations and codes of ethics are in place and cascaded down and adhered to throughout the organisation.

### **Main Duties:**

#### **Strategic Leadership**

- a) Build a unified BQA team around a unique organisation culture and to effectively manage the transition and change during and after the establishment of BQA.
- b) Create and maintain a positive climate premised on the principles of quality, innovation, efficiency and productivity that is conducive for the delivery of the BQA mandate and the realisation of its strategic targets.
- c) Develop a vision for BQA in line with the vision, goals and policies set out by the Ministry of Tertiary Education Research Science and Technology and the BQA Act, 2013.
- d) Lead BQA effectively towards the realisation of its vision and goals.
- e) Provide overall leadership for the development of policies and strategies for executing the BQA mandate.
- f) Lead the development and implementation of BQA's strategic and operational plans, and report periodically on implementation progress and performance to the Board.
- g) Prioritise, control and decide on the allocation of resources between competing demands and delegate appropriate responsibilities to the Deputy CEO and Heads of Departments whilst retaining overall accountability for the delivery of quality services.
- h) Ascertain proper management and optimal utilisation of resources.
- i) Ensure suitability of manpower, technology and financial resources, and propose to the Board and/or the Minister for additional resources to meet the needs of the BQA.
- j) Directly manage and provide oversight on the operations of the CEO's office.
- k) Play a leading role in the recruitment, mentoring, motivation, retention, appraisal, training and development of the Senior Management Team.

- l) Monitor and evaluate performance of direct reports, and take appropriate action in view of under or over achievements.
- m) Ensure that there are appropriate processes, systems, controls and operating mechanisms in place to promote effective and efficient delivery of internal and external services.
- n) Facilitate informed decision-making and good governance through the organization management and dissemination of high quality information to the Board and its Committees
- o) Undertake any other duties as delegated by the Board or the Minister.

### **Linking with the Ministry of Tertiary Education Research Science and Technology**

- a) Review and approve Annual Strategic and Operational Plans and Budgets for BQA before submission to the Board and the Minister.
- b) Provide Government with detailed funding requirements for BQA in line with National Development Plans and the long-term vision of the organisation.
- c) Report to the Minister/Cabinet the realisations, outcomes and impacts of BQA mandate.
- d) Promote the BQA mandate and strategies to both the BQA Board and the Ministry, and recommend any opportunities to structure, reposition, rebrand or expand BQA in line with the policy of Government for the sector.
- e) Provide the Minister with up to date and reliable information and advice on all matters related to qualifications and quality assurance of education and training providers.
- f) Give high value policy advice to the Ministry.

### **Board Support Services**

- a) Participate in meetings of the Board and its Committees as necessary.
- b) Ensure provision of Secretarial Services to the Board and its Committees.
- c) Execute or verify that Board decisions are executed by the proper Committee or management, and report to the Board on actions taken.
- d) Act as a technical advisor to the Board, providing information and guidance as necessary, to ensure informed decision making.
- e) Respond to queries and requests for clarifications from the Audit and Risk Committees of the Board.

### **Operational Performance of BQA**

- a) Take strategic and sensitive operational decisions, and delegate to the Deputy CEO the operational aspects while maintaining overall accountability over the performance of the organisation.
- b) Provide leadership to the Education and Training Sector on registration, accreditation and other quality assurance matters.
- c) Ensure the development, maintenance, implementation and management of the National Credit

and Qualifications Framework.

- d) Ascertain close liaison and establish partnerships with the Human Resources Development Council (HRDC) to ensure coordination and alignment of BQA operations with the National Human Resource Development Strategy.
- e) Coordinate the preparation of key reports outlining BQA's performance, the activities being implemented and those that are planned for the future.

### **Business growth**

- a) Develop and sustain partnerships with top decision makers - public and private, Government and industry for effective implementation of the BQA mandate.
- b) Assess and analyse global best practices for benchmarking with BQA systems, processes and operations to constantly improve BQA services.
- c) Advocate for, and promote the mandate of the organisation and cultivate a positive relationship with key stakeholders.
- d) Advocate for the establishment of partnerships, local and international, that can allow BQA to improve its service.
- e) Develop strategies to make BQA self-sustainable through cost recovery and revenue generation to reduce dependency on government funding.

### **Position Requirements:**

#### **Education**

- At least a Master's Degree from a recognised institution or any other equivalent qualification acceptable to BQA.
- A PhD qualification would be an added advantage.

#### **Work Experience**

- A minimum of 15 years' experience, at least 8 of which should have been at a Senior Management level with significant work exposure in the Education and Training sector.
- Significant exposure and networking experience with industry.

#### **Required Competencies:**

- Knowledge of the Education and Training sector in Botswana.
- Knowledge of qualifications frameworks.
- Abreast with registration, accreditation and quality assurance principles, systems, processes, procedures etc. in the Education and Training sector.
- Computer literate and experience with systems and applications in the specific work area.

**Other competencies:**

- Ability to deal with policymakers and Senior Officials.
- Ability to foster strong work relationships with HRDC and comparable institutions locally and overseas.
- Ability to work effectively with academic and nonacademic personnel within the organisation, and to develop a work culture that allows people of different skills and backgrounds to work together in a coherent and collaborative manner.
- Ability to advocate and influence via persuasive techniques, presentations or negotiation.
- Ability to communicate effectively, oral or written, with varied stakeholders.
- Strong business sense and acumen.
- Tact and diplomacy when dealing with sensitive / confidential issues.
- Interpersonal skills (effective listening, relevant questioning, empathy etc.)
- Relationship building, networking skills, consensus building and collaborative skills.
- Conflict resolution skills.
- Demonstration of visionary leadership.
- Strategic orientation and forward thinking.
- Resource management, budgeting, planning, prioritizing, organising and coordinating.
- Leadership; people management and change management skills.
- Coaching and mentoring skills.
- Ability to build and motivate teams, and to work with multidisciplinary teams.
- Accuracy, thoroughness and attention to detail.
- Ability to exercise independent judgement, take decisions and be assertive.
- Analytical thinking and problem solving.
- Ability to work effectively under pressure and within established deadlines.
- Ability to remain flexible and positive in times of change, and readiness to adapt.
- Results and service oriented.
- Ability to be creative and innovative and willingness to constantly seek for improvement.
- Ability to handle a multitude of tasks simultaneously and in a timely manner.

**DEPUTY CHIEF EXECUTIVE OFFICER**

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**Job Summary:**

To provide strategic leadership and direction to core Departments to ensure delivery of cost effective and quality services to clients. Deputise the Chief Executive Officer and oversee daily operations of BQA. Promote and support cross-functional exchanges and operations among the departments and other organisations in the education and training sector.

### **Main Duties**

- a) Support the CEO in effective planning, monitoring and evaluation of the organisation's work.
- b) Provide direct leadership and direction to ensure operational efficiency of the core and support functions of the BQA.
- c) Take delegated operational decisions and empower Heads of Department to take functional decisions.
- d) Ensure that there are robust processes, systems, control and operating mechanisms in place to promote effective and efficient delivery of high performance operational outcomes.
- e) Contribute to the development and review of corporate policies and strategy, and to the translation of strategy and corporate objectives, into corporate plans and budgets
- f) Provide the CEO, the Board and Minister with periodic reports on the operations of BQA.
- g) Ascertain proper management and optimal utilization of resources at departmental level.
- h) Liaise with the Human Resource Development Council as and when required to ensure alignment of BQA operations with the goals and targets of the Human Resource Development Sector plans.

### **Position Requirements:**

#### **Education:**

- At least a Master's Degree from a recognised institution or any other equivalent qualification acceptable to BQA.
- A PhD would be an advantage.

#### **Experience:**

- a) At least 12 years' experience, 7 of which should have been in a senior leadership position with significant work exposure and networking experience with industry.
- b) Significant exposure in the education and training sector would be an added advantage.

### **Required Competencies:**

1. Knowledge of the Education and Training sector in Botswana.
2. Knowledge of Qualifications frameworks.
3. Abreast of registration, accreditation and quality assurance principles, systems, processes. Procedures etc., in the Education and Training sector.
4. Computer literate. Experience with systems and applications in the specific work area.
5. Strong business sense acumen.
6. Demonstration of visionary leadership.
7. Resource management, budgeting, planning, prioritising, organising and coordinating.
8. Leadership, people management and change management skills.
9. Coaching and mentoring skills.
10. Ability to build and motivate teamwork, and to work with multi-disciplinary teams.
11. Accuracy, thoroughness and attention to detail
12. Ability to showing independent judgement, take decisions and be assertive

## **DIRECTOR, BUSINESS DEVELOPMENT**

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### **Job Summary:**

To lead the BQA functions of building the capacity of Education and Training stakeholders, Evaluation of Qualifications, Research and Information Technology to ensure that education and training providers (ETPs) offer quality education and training; and to oversee the development and maintenance of a comprehensive database of ETPs, assessment centres and awarding bodies, programmes offered and qualifications awarded under the direction of the Deputy Chief Executive Officer.

### **Main Duties**

#### **Departmental Management and Strategic Leadership**

- a) Participate with other Executive Team members in the development of strategy and direction for the Authority in accordance with the Botswana Qualifications Authority Act No 24 of 2013, other relevant legislation, Board direction and ministerial policies.
- b) Build and maintain a high performance culture in the department by creating vision, conducive work environment, systems, processes, and intra and inter-directorate synergies that support the achievement of the Authority's mandate,
- c) Direct and manage the formulation and implementation of best practice capacity building, research, IT, and qualifications evaluation strategies, policies and procedures.
- d) Formulate annual operational plans and budgets for the Department and ensures implementation and attainment of targets thereof. Manage and controls the Directorate's expenditure to ensure it is within approved budget and report to the Executive Management Committee (EXCO) monthly and to the Board quarterly.
- e) Advise the CEO, DCEO, Board and its committees on all matters pertaining to financial and administrative services, participate in relevant committees of the Board as and when required.
- f) Keep abreast of current developments and trends in education for purposes of researching and recommending the adoption of best practice systems to improve national educational standards.

#### **Financial Management**

- a) Estimate costs for the following financial year based on approved plans and activities, and present and defend those before EXCO, and provides any explanations that may be required at Finance Committee and the Board.
- b) Allocate approved budget based on planned activities, and taking into account resource availability and divisional priorities.
- c) Approve all expenditure for the department, monitor expenditure, reviews the plan and budget and present the mid-term revised budget to EXCO to avoid budget overruns, and continuously report to EXCO.
- d) Submit requests for virement of funds between budget lines to EXCO as necessary, with justification.

### **Client Capacity Building**

- a) Uses HRDC sector plans and other sources to determine skills needed by the labour market or qualifications availability, and builds a business case, to be submitted to Director- National Credit and Qualifications Framework (NCQF) for development of learning programmes.
- b) Determine capacity building priorities and approve capacity building interventions, looking at skills needs in the economy, resource availability etc.
- c) Establish partnerships depending on sector needs and skill availability, to assist institutions to understand BQA requirements.

### **Research**

- a) Direct research on specific projects identified through the BQA strategy, needs analysis, or specific stakeholder requests.
- b) Commissions' annual institutions capacity, enrolment, attrition, retention, completion and graduation rates surveys, approves the reports and submits to the Ministry of Tertiary Education Research Science and Technology.
- c) Coordinate the implementation of research findings and approved recommendations by the relevant structure or body, and causes maintenance of an accurate and reliable data base on the state of affairs in the education and training sector

### **Information Technology**

- a) Lead the development and implementation of IT strategy by identifying competent service providers through the normal procurement process.
- b) Review the Authority's IT infrastructure and licensing requirements to ensure that IT equipment, networks and applications meet the communications, data base development, data processing and management, research and record keeping requirements of Authority.
- c) Establish effective and reliable IT policies, procedures and disaster recovery strategies to meet the IT requirements of the Authority.
- d) Monitor the utilisation of IT services to ensure optimal utilisation of IT systems and facilities.

### **Evaluation of Qualifications**

- a) Oversee the verification of authenticity and equivalence of qualifications, and recommend approval or rejection of applications for recognition to the competent authority.
- b) Establish links / partnerships with competent and credible counterparts in various countries to evaluate qualifications.
- c) Produce quarterly reports on qualifications evaluations, including emerging trends, and make necessary recommendations to affected structures.



## Reporting

- a) Review the periodic reports submitted by heads of divisions, and engages them on operational issues and challenges raised in the reports, with a view to enhance the department's performance and attainment of its mandate.
- b) Prepare detailed consolidated quarterly and annual reports on the implementation, successes and challenges of the Divisional mandate, with detailed and sound analysis and recommendations, and submits to DCEO.

## People Management

- a) Determine and justify resource requirements for the department taking into account BQA goals, objectives, and priorities, and allocate resources accordingly. Provide leadership in the recruitment and on-boarding of departmental staff.
- b) Manage departmental performance, jointly establish objectives and measures with direct reports, ensure that divisional staff have performance contracts, and that performance is reviewed in accordance with BQA PMS policy and agreed schedules.
- c) Foster and promote staff productivity, engagement and discipline, by providing on-the job training, coaching and mentoring as needed, resolving disciplinary and grievance issues in accordance with Botswana labour legislation, BQA disciplinary codes and best practice, and ensure that all staff in the department meet or exceed the requirements of their performance contracts.
- d) Champion the transformation of BQA into a high performing organisation by providing vision for the department and demonstrating commitment to the mission, vision and values of the Authority in all activities and interactions.

## Safety, Health, Environment and Quality (SHEQ)

- a) Formulate departmental SHEQ strategies, policies and procedures based on the nature of work undertaken and associated risks, and approves policies and procedures recommended by Divisional Heads
- b) Direct, monitor and enforce the compliance against all departmental strategies, policies, processes and functions with statutory requirements and BQA SHEQ standards.
- c) Convene and chair regular departmental SHEQ meetings as set out in BQA SHEQ systems.
- d) Adhere to safe work procedures to ensure safety of self and others.
- e) Review and monitor Implementation of action items arising from SHEQ audits and risk assessments by taking and enforcing timely corrective and preventative action to address identified deviations.

## Key Performance Areas

- Timeliness and quality of departmental input into BQA strategy.
- Quality of advice given to DCEO, CEO, the Board and its committees.
- Plans and targets in place and operational plans targets met.



- Research undertaken and availability of accurate data and information to stakeholders Customer satisfaction and feedback on quality of service and standardised information/records.
- Credibility of qualifications.
- Availability and reliability of IT services.
- Inventory of Labour Market skills.
- Stakeholder capability.

### **Position Requirements:**

#### **Education:**

A Master's Degree in a Management field from a recognised institution or any other equivalent qualification acceptable to BQA.

#### **Experience:**

- a) A minimum of (10) ten years work experience in a similar function, inclusive of 5 years in a management position.
- b) Experience and knowledge of Education and Training Systems, Research and Information Technology.

### **Required Competencies:**

- Knowledge of the Botswana Education and Training sector.
- Knowledge of education and training quality assurance.
- Strategy development.
- Research methods.
- Project management.
- Computer literate, and knowledge of systems and applications in the specific area of work.

### **Other competencies:**

- Team building, leadership and motivation.
- People management and interpersonal skills.
- Planning, organizing, budgeting and resource management.
- Creativity, innovation, flexibility and analytical thinking.
- Service oriented and Customer Orientation.
- Results oriented and performance driven.
- Decisiveness and Assertiveness.
- Communication, influence, impact and relationship building.
- Emotional Intelligence.

## MANAGER, INTERNAL AUDIT (RE-ADVERTISEMENT)

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### Job Summary:

To lead the implementation of the audit programme aimed at assessing operational efficiency, soundness of business practices, reliability of financial reporting and effectiveness of financial controls and procedures, and compliance with established procedures and applicable laws. The purpose is to assist management in the effective discharge of their responsibilities, and provide the Board and the Risk and Audit Committee with an independent and objective assurance regarding corporate governance.

### Key Performance Indicators

1. Development and compliance with established systems, rules and regulations, procedures, guidelines and instruments
2. Completion of annual programme coverage compared to plan
3. Enhanced efficiency as a result of implementation of internal audit recommendations
4. Detection of frauds and irregularities
5. Reduction in external audit queries

### Position Requirements:

#### Education:

- Master's Degree in Finance or a Professional qualification (e.g. CPA, ACCA, CIMA, etc.) from a recognised institution or any other relevant qualification acceptable to BQA
- Membership of professional associations (e.g. Institute of Internal Auditor or Botswana Institute of Chartered Accountants) is essential.
- Certified Internal Auditor (CIA) qualification would be an added advantage.

#### Experience:

- At least 8 years post qualification audit experience with proven knowledge in the development of a strong control environment and/or risk assessment background. Including 4 years of supervisory experience
- Experience in conducting all types of audits (operational, financial and IT)
- Exposure to similar functions in an Educational and Training and/or a related regulatory environment would be an added advantage

#### Required Competencies:

- Knowledge of Education and Training sector (policy, strategy, legislation, regulations)
- Knowledge of private and public sector accounting, and financial management systems and conventions
- Knowledge of auditing principles, practices, methodologies as well as risk management and systems

- Knowledge of structures, internal controls and processes, information systems and ability to develop recommendations for improvements to these.
- Demonstrated compliance to the professional code of ethics and the standards for internal auditing
- Computer literate and experience with systems and applications in the specific work area.

### **Other competencies**

- Creativity, innovation, flexibility and analytical thinking
- Results oriented and performance driven
- Decisiveness and assertiveness
- Communication, influence, impact
- Service oriented and client focus
- Team building, leadership and motivation
- People management and interpersonal skills
- Planning, organizing, budgeting, resource management

### **The following information applies to all positions:**

#### **Remuneration**

BQA offers a competitive remuneration package commensurate with the responsibilities and challenges of the job.

#### **Terms of employment**

Fixed term contract of 1-5 years.

#### **Application procedure**

Applications with CVs, list of referees and certified copies of certificates and Omang should be forwarded on or before **Friday, 28 September 2018** to:

The Director Human Resources  
Botswana Qualifications Authority  
Private Bag BO 340, Gaborone

#### **Physical Address:**

BQA Offices  
Office No. S33 (2<sup>nd</sup> Floor)  
Plot 66450, Block 7, Gaborone  
Tel: 365 7200