



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 position:

## 1. DATA OPERATOR

### Job Summary:

Responsible for batching, manual verification, coding and capture of data forms on systems.

### Position Requirements:

#### Education

At least a Diploma in any business related field from a recognised institution or any other equivalent qualification acceptable to BQA.

#### Experience

At least 3 years of work experience in data capture.

#### Required Competencies

- Ability to understand information being recorded
- Computer literate.
- Experience with systems and applications relevant to the specific work area
- Fast typing skills and minimal error rate
- Communication and interpersonal skills
- Flexibility, dependability and dedication
- Compliance with procedures instructions, rules and regulations
- Service oriented and client focused

### TERMS OF EMPLOYMENT

Permanent and pensionable terms.

Applications with CVs, list of three referees and certified copies of education certificates and Omang should be forwarded on or before **Friday 6<sup>th</sup> April 2018** to:

The Acting Chief Executive Officer

Botswana Qualifications Authority

Private Bag BO 340

Gaborone

**N.B. Preference for interview will be given to applicants who address the main duties of the position applied for as part of their application. Applicants should specify what experiences have equipped them to meet job requirements.**