

## 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 position:

### **1. EVALUATION OF QUALIFICATIONS OFFICER**

#### **Job Summary:**

To undertake all administrative and technical duties required to support the evaluation of qualifications and their registration onto the National Credit and Qualifications Framework (NCQF).

#### **Main Duties**

- a) Undertake the work of the division in accordance with set criteria, standards, procedures and guidelines.
- b) Coordinate and facilitate the work of sector expert panels for the evaluation of local and external qualifications as and when required.
- c) Organise logistics for evaluation of qualifications sector expert panel meetings and minute findings, proposals and decisions.
- d) Closely monitor and evaluate the sector experts' deliverables to ensure that these are in line with their terms of reference.
- e) Provide support and assistance, as and when required, to sector experts / consultants engaged in the evaluation and quality assurance of qualifications.
- f) Register qualifications and part qualifications, after consultations with sector experts, against registration criteria to confirm placement on the NCQF.
- g) Provide any advice, guidance and assistance with respect to the development of qualifications by education and training providers.
- h) Coordinate the publication of registered qualifications and part qualifications.
- i) Keep accurate and up-to-date records, physical and electronic, related to work carried out in the evaluation and registration of qualifications.

## Key Performance Indicators

Speed of evaluations and registration, and communication of decisions

## Position Requirements:

### Education:

- At least a Degree in Education from a recognised institution or any other relevant qualification acceptable to BQA.
- Certification in National Qualifications Frameworks would be an added advantage

### Experience:

At least 5 years' experience in an evaluation of qualifications role or similar functions within an Education and Training environment.

### Required Competencies:

- Knowledge of the provisions of the National Credit and Qualifications Framework.
- Knowledge of policies, strategies, legislations, regulations of the Education and Training sector in Botswana.
- Knowledge of processes relating to qualifications evaluation and registration.
- Computer literate - 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 and impact.
- Service oriented and client focus.
- Teamwork and interpersonal skills.

## 2. REGISTRATION AND ACCREDITATION OFFICERS (General Education x 3)

### Job Summary:

To register and accredit Education and Training providers, accredit learning programmes to promote the delivery of quality education and training in General Education (GE).

### Main Duties

- Undertake the registration and accreditation process in accordance with the set procedures and guidelines.
- Liaise with National Credit and Qualifications Framework (NCQF) Services on any aspects of registration and accreditation that require their clarification or advice, and ensure compliance with the NCQF.

- c) Advise and guide applicants on any matters regarding registration and accreditation.
- d) Select and set up registration and accreditation Panels, with external subject matter specialists as members, to evaluate applications.
- e) Accompany the Panels on site visits to validate and seek any further information deemed appropriate.
- f) Participate in the Quality Assurance Committee of the Board, if required, for vetting and approval of registration and accreditation decisions based on Panels' findings and recommendations.
- g) Keep accurate and up-to-date records, physical and electronic, of registered education and training providers and accredited learning programmes
- h) Prepare regular registration and accreditation reports and submit to head of Registration and Accreditation for review.
- i) Conduct research on best practice to improve registration and accreditation.

### **Key Performance Indicators**

Efficient and effective registration and accreditation process which is expeditious, transparent, and fair/impartial.

### **Position Requirements:**

#### **Education:**

At least a Degree in Education Management from a recognised institution or any other relevant qualification acceptable to BQA

#### **Experience:**

A minimum of 5 years' experience in registration, accreditation (quality assurance). Experience in quality assurance within an Education and Training environment (GE, TVET and/or HE) will be an added advantage.

#### **Required Competencies:**

- Knowledge of the provisions of the National Credit and Qualifications Framework
- Knowledge of Education and Training sector policies/strategies in Botswana.
- Knowledge of quality assurance processes.
- Knowledge of relevant legislations and regulations governing the sector.
- 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.
- Teamwork and interpersonal skills.

### 3. REGISTRATION AND ACCREDITATION OFFICER (Higher Education x 1)

#### Job Summary:

To register Education and Training providers, accredit learning programmes to promote the delivery of quality education and training in Higher Education (HE).

#### Main Duties

- a. Undertake the registration and accreditation process in accordance with the set procedures and guidelines.
- b. Liaise with National Credit and Qualifications Framework (NCQF) Services on any aspects of registration and accreditation that require their clarification or advice, and ensure compliance with the NCQF.
- c. Advise and guide applicants on any matters regarding registration and accreditation.
- d. Select and set up registration and accreditation Panels, with external subject matter specialists as members, to examine applications.
- e. Accompany the Panels on site visits of applicants to validate and seek any further information deemed appropriate.
- f. Participate in the Quality Assurance Committee of the Board, if required, for vetting and approval of registration and accreditation decisions based on Panels' findings and recommendations.
- g. Keep accurate and up-to-date records, physical and electronic, of registered education and training providers and accredited programmes/courses.
- h. Prepare regular registration and accreditation reports and submit to head of Registration and Accreditation for review.
- i. Conduct research on best practice to improve registration and accreditation.

#### Key Performance Indicators

Efficient and effective registration and accreditation process which is expeditious, transparent, and fair, impartial.

#### Position Requirements:

##### Education:

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

##### Experience:

A minimum of 5 years' experience in registration, accreditation (quality assurance). Experience in quality assurance within an Education and Training environment (GE, TVET and/or HE) will be an added advantage.

### Required Competencies:

- Knowledge of the provisions of the National Credit and Qualifications Framework
- Knowledge of Education and Training sector policies/strategies in Botswana.
- Knowledge of quality assurance processes.
- Knowledge of relevant legislations and regulations governing the sector.
- 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.
- Teamwork and interpersonal skills.

## 4. REGISTRATION AND ACCREDITATION OFFICER (Technical Vocational Education and Training x 1)

### Job Summary:

To register Education and Training providers, accredit learning programmes to promote the delivery of quality education and training in technical Vocational Education and Training (TVET).

### Main Duties

- a. Undertake the registration and accreditation process in accordance with the set procedures and guidelines.
- b. Liaise with National Credit and Qualifications Framework (NCQF) Services on any aspects of registration and accreditation that require their clarification or advice, and ensure compliance with the NCQF.
- c. Advise and guide applicants on any matters regarding registration and accreditation.
- d. Select and set up registration and accreditation Panels, with external subject matter specialists as members, to examine applications.
- e. Accompany the Panels on site visits of applicants to validate and seek any further information deemed appropriate.
- f. Participate in the Quality Assurance Committee of the Board, if required, for vetting and approval of registration and accreditation decisions based on Panels' findings and recommendations.
- g. Keep accurate and up-to-date records, physical and electronic, of registered education and training providers and accredited programmes/courses.
- h. Prepare regular registration and accreditation reports and submit to head of Registration and Accreditation for review.
- i. Conduct research on best practice to improve registration and accreditation.

### Key Performance Indicators

Efficient and effective registration and accreditation process which is expeditious, transparent, and fair/impartial.

### Position Requirements:

#### Education:

- At least a Degree in Education Management from a recognised institution or any other relevant qualification acceptable to BQA
- A Certification in Technical Vocational Education and Training would be an added advantage

#### Experience:

A minimum of 5 years' experience in registration, accreditation (quality assurance). Experience in quality assurance within an Education and Training environment (GE, TVET and/or HE) will be an added advantage.

#### Required Competencies:

- Knowledge of the provisions of the National Credit and Qualifications Framework
- Knowledge of Education and Training sector policies/strategies in Botswana.
- Knowledge of quality assurance processes.
- Knowledge of relevant legislations and regulations governing the sector.
- 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.
- Teamwork and interpersonal skills.

## 5. ASSISTANT RECORDS OFFICER

### Job Summary:

To arrange, preserve and provide access to BQA's institutional records.

### Key Performance Indicators

- Effective maintenance of manual and electronic records.
- Timely provision of information/ records.

**Position Requirements:****Education:**

At least a Diploma in Records Management from a recognised institution or any other relevant qualification acceptable to BQA

**Experience:**

A minimum of 4 years' experience in Records Management

**Required Competencies:****Technical competencies**

- Knowledge of records management principles, practices and systems.
- Computer literate and experience with systems and applications in the specific work area.

**Other competencies**

- Communication and interpersonal skills.
- Flexibility, dependability and dedication.
- Compliance with procedures instructions, rules and regulations.
- Service oriented and client focused.

**6. PERSONAL ASSISTANT - RE-ADVERTISEMENT****Job Summary:**

To provide secretarial services to the departments.

**Key Performance Indicators**

- Managing the Director's diary and appointments.
- Provision of secretarial support to Senior Management and/or Board.
- Courteous / customer friendly
- Prompt and timely

**Position Requirements:****Education:**

A minimum of BGCSE and a National Diploma in Secretarial Studies from a recognised institution.

**Experience:**

At least 3 years' experience as a Secretary/Personal Assistant in a professional office environment.

**Required Competencies:**

- Computer literate. Experience with systems and applications relevant to the specific work area
- Records keeping skills, fast typing skills and telephone etiquette, customer care skills
- Organising and office management skills
- 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 for Officer level positions and below.

Applications with CVs, list of three referees and certified copies of education certificates and copy of Omang should be forwarded on or before Friday **14<sup>th</sup> July 2017** to:

The 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. We regret that due to an anticipated overwhelming response, BQA shall only enter into correspondence with shortlisted candidates. BQA shall not return any applications and associated documentation submitted by applicants.**