

Job Vacancy

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:

MANAGER, INTERNAL AUDIT (RE-ADVERTISEMENT)

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 Audit Committee with an independent and objective assurance regarding good 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:

- Professional qualification (e.g. CPA, ACCA, CIMA, Masters in Finance etc.) from a recognised institution or any other equivalent 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 of audit experience post qualification with proven knowledge in the development of a strong control environment and/or risk assessment background four (4) years of which should have been in a supervisory role.
- Experience in conducting all types of audits (operational, financial and IT)
- Exposure to similar function in an Educational and Training and/or a related regulatory environment would be an 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

INTERNAL AUDITOR

Job Summary:

To execute the audit programme to (a) assess operational efficiency, risks, soundness of business practices, reliability of financial reporting and effectiveness of financial controls and procedures, and (b) evaluate compliance with set procedures and applicable laws.

Key Performance Indicators

1. Reduction in non-compliance.
2. Effective and efficient internal controls
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:

- a) At least a degree in Accounting or Finance from a recognised institution or any other relevant qualification acceptable to BQA.
- b) Certified Internal Auditor (CIA) qualification would be an added advantage.

Experience:

- a) At least 5 years post qualification audit experience with proven knowledge in the development of a strong control environment and/or a risk assessment background.
- b) Experience in conducting all types of audits (operational, financial and IT).
- c) Exposure to similar functions in an Education and Training and/or a related regulatory environment would be an 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.
- Teamwork and interpersonal skills.

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 for Managerial Positions and above and Permanent and Pensionable terms for officer positions and below.

Application procedure

Applications with CVs, list of Referees and certified copies of certificates and Omang should be forwarded on or before **05 April 2019** to:



BOTSWANA
Qualifications Authority

The Acting Chief Executive Officer
Botswana Qualifications Authority
Private Bag BO 340
Gaborone
Physical Address:
BQA Offices
Plot 66450, Block 7, Gaborone
Office No. S33 (2nd Floor)
Tel: 365 7200

N.B. BQA shall only enter into correspondence with shortlisted candidates and shall not return any applications and associated documentation submitted by applicants.