



EXTERNAL ADEVRTISEMENT NO.1 OF 2021

POSITION: ADMINISTRATION MANAGER

JOB SUMMARY:

To plan, organize and manage administration records, safety, security, facilities and the Institute fleet to maximize their availability and useful lifespan in an efficient manner.

QUALIFICATIONS, SKILLS AND KNOWLEDGE

Bachelors Degree in administration/facilities management/Operations management or a related field.

EXPERIENCE

8 years' post qualification experience in administration/facilities management/ Operations management, 3 years should have been at a managerial level.

KEY PERFORMANCE AREAS

- Security management
- Records management programs and services
- Fleet management
- Facilities management
- Operations management
- Safety, Health and Environment

COMPETENCIES

- Technical expertise
- Risk management
- Critical thinking and innovation
- Budgeting and resource management
- Decisive and assertive
- Managerial courage
- Integrity
- Drive for Results

REMUNERATION

BGI offers a competitive remuneration package that is commensurate with the position.

How to Apply

Candidates are requested to **Send** application letter, CV, certified copies of certificates and two (2) recent reference letters to; recruitment@bgi.org.bw not later the **20 August 2021**.