



EXTERNAL ADVERTISEMENT NO. I OF 2022

POSITION: RISK AND STRATEGY OFFICER

BGI was enacted under the Botswana Geoscience Institute Act 2014 to undertake research in the field of Geosciences and providing specialized geoscientific services, being the custodian of geoscience information; promoting the search for, and exploration of any mineral in Botswana, and to act as an advisory body in respect of geosciences and geohazards.

1. JOB SUMMARY:

- i. To assist in managing the overall BGI Strategy planning, execution and monitoring and embed enterprise-risk management in core processes of BGI, facilitating achievement of the Corporate Strategy.
- ii. To assist in facilitation of project management activities for successful implementation of strategic initiatives and supports successful execution of BGI projects and programs.
- iii. To assist in administrative aspects of corporate governance.

2. QUALIFICATIONS, SKILLS AND KNOWLEDGE

- i. A Bachelor's Degree in Strategy Management/Business Management (Administration).
- ii. Experiential knowledge in Strategy Management
- iii. Knowledge in Risk Management
- iv. Knowledge in Project Management
- v. Knowledge in QA/QC processes

3. EXPERIENCE

5 years post qualification experience in strategy risk and project management.

4. KEY PERFORMANCE AREAS

- i. Strategy management (planning and monitoring)
- ii. Risk management
- iii. Project management

5. JOB COMPETENCIES

- i. Technical expertise
- ii. Execution and delivery
- iii. Strong communication skills
- iv. Presentation and facilitation skills
- v. Excellent statistical analysis skills
- vi. Business acumen
- vii. Diagnostic and trouble-shooting skills
- viii. Managing Complexity
- ix. Team work and partnering

6. 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 than **30 June 2022**.