



External Advert

OFFICE OF THE OMBUDSMAN

VACANCY CIRCULAR NO. 5 of 2022

VACANCY: Performance Improvement Coordinator (Gaborone) 1 post

VACANCY NUMBER: 170100035.1.2 (Gaborone)

Applications are invited from suitably qualified Botswana citizens for the above position in the **Office of the Ombudsman, Gaborone**.

Salary: D1 (P350 904 – P386 976) per annum

Leave: 30 working days per annum

Benefits: Optional Contributory Medical Aid Scheme (Government pays 50% & employee 50%); Compulsory Contributory Pension (Government pays 15%, Employee 5%)

Qualifications: Bachelor's Degree in Social Sciences or Strategic Management. Master's Degree in Strategic Management will be an added advantage.

Experience: Ten (10) years of experience two (2) of which should have been at D2 salary scale in Government or equivalent in Parastatal and Private sector in a performance management environment.

Main Purpose of the Job:

To provide strategic guidance and overall coordination of public sector reform initiatives, their implementation, and management of performance in the Department.

Summary of Duties

1. Provides technical guidance in the development of the organizational strategy.
2. Cascades organizational strategy to departments, divisions and support units.
3. Provides technical guidance in the execution of the organizational strategy.
4. Facilitates institutionalization of public sector reforms.
5. Develops and manages organizational strategy.
6. Aligns strategy with internal and external operations.
7. Conducts environmental scanning and situation analysis.
8. Monitors and evaluates implementation of the organizational strategy.
9. Monitors and evaluates organizational performance.
10. Coordinates and manages the implementation of the entire organizational performance review process (strategy, operations and individuals).
11. Prepares ministry performance reports and manages performance standards.
12. Communicates strategy performance to employees and conducts audits.
13. Conducts training on performance related issues.
14. Institutionalizes public service charter and organizational values.
15. Conducts transformational training, coaching and mentoring.

16. Advocates for reforms uptake.

17. Prepares budget estimates for the unit and authorises payments.

18. Ensures that organizational budget is linked to strategy.

Competencies:

- Functional/Technical Skills
- Problem Solving
- Strategic Agility
- Managing and Measuring Work
- Planning
- Priority Setting
- Process Management
- Drive for Results
- Presentation Skills
- Customer Focus
- Ethics and Values
- Integrity and Trust
- Managing Vision and Purpose

Applications:

Quote the Vacancy Circular, Vacancy Number of the post you are applying for and give the following details:

- a) Certified true copies of original Certificates & Omang (Identity Card)
- b) At least two (2) recent work related references which should not be more than a year old.
- c) Brief summary of career with duties (Curriculum Vitae);
- d) In case of serving public officers:-
 - i) Date of first appointment
 - ii) Present post and salary scale and date of appointment thereto

Applications should be addressed to: - **The Office of the Ombudsman, Private Bag BR 374, Gaborone OR hand delivered to Records Management Unit, 1st Floor**

IMPORTANT: All applications from serving public officers should be routed through their Heads of Departments & Permanent Secretaries. **Applications not so routed will not be considered.**

Applicants who do not meet the requirements will not be responded to.

CLOSING DATE: 4th November 2022

FOR FURTHER DETAILS CONTACT: - Ms. T.N. Selotate or Ms. L. Sedigeng @ Tel: 3953322