



## EXTERNAL ADVERTISEMENT NO.2 of 2023

### **POSITION: PROCUREMENT MANAGER (OVERSIGHT)**

#### **JOB SUMMARY:**

Reporting to the CEO as part of the procurement oversight initiative, the role is responsible for the development, modelling and execution of the procurement oversight strategies.

#### **MINIMUM QUALIFICATIONS, SKILLS AND KNOWLEDGE**

Bachelor's Degree in Procurement/ Supply Chain Management /CIPS level 6. A Masters qualification in the fields above will be an added advantage. Membership to a relevant Professional Body will be an added advantage.

#### **EXPERIENCE**

Minimum of 10 years post qualification experience in managing procurement function, of which 5 years should have been at senior management level.

#### **KNOWLEDGE**

- Expert knowledge in purchasing and supply chain management
- Negotiations and networking
- Aptitude in decision making
- Financial acumen
- Analytical skills
- Project management
- Proficiency in Micro Soft Office

#### **KEY PERFORMANCE AREAS**

- Develop and implement procurement oversight strategies, policies and related Legislation.
- Develop and manage the procurement oversight and analytics processes
- Conduct procurement capacity, risk and performance assessments
- Design relevant dashboards, key performance indicators (KPIs) and reports for key stakeholders, including: senior management, Oversight Advisors, procurement specialists and practitioners
- Support, strengthen and improve change initiatives that will lead to enhanced knowledge and effective application of procurement processes and tools
- Articulate procurement innovation solutions
- Enable the operational and managerial oversight procurement activities for the Institute through appropriate systems and reports.
- Lead implementation of the sustainable procurement process.
- Be the principal advisor to an Accounting Officer (Chief Executive Officer) on any procurement matter falling within the scope of the relevant Act
- Ensure that any procurement activity by a procuring entity is conducted in accordance with the provisions of the Act
- Be responsible for the pre-adjudication, adjudication and recommendation of an award, rejection, cancellation or any other appropriate recommendation related to a tender in a procuring entity.
- Prepare and assist in negotiating the terms and conditions of all contracts in the Institute
- Managing service contracts in accordance with company policies and procedures

#### **COMPETENCIES**

- Technical expertise
- Risk management

- Integrity
- Execution and delivery
- Contract management
- Financial management
- Business Acumen

### **POSITION: LEGAL SERVICES MANAGER/ BOARD SECRETARY**

#### **JOB SUMMARY:**

Reporting to the Chief Executive officer, the Incumbent will provide legal and company secretarial services to ensure compliance with statutory requirements, ensures that Board decisions are implemented and that the rights and interests of the Institute are protected, serves as a Liason between the BGI Board and BGI Management, its advisory bodies and the public, ensuring that all matters are handled effectively.

#### **QUALIFICATIONS AND SKILLS**

Bachelor's Degree in Law (LLB) admitted to practice in the courts of Botswana. Post graduate qualification in commercial law/business will be an added advantage.

#### **EXPERIENCE**

- A minimum of ten (10) years post qualification experience of which four (4) years should have been served as a Practicing Attorney.
- Prior experience as Board Secretary providing legal and board secretarial services including contract negotiations and civil litigation.

#### **KNOWLEDGE**

- Membership of Professional Legal Body (Law Society Botswana (LSB), internationally recognized chartered Institution of Secretaries.
- Knowledge of Botswana Government Policies and Regulations and Mineral Industry Regulatory Framework is required.

#### **KEY PERFORMANCE AREAS**

- Commercial contract management
- Compilation and update of all Board records
- Legal advice and support in areas on corporate law, employment law, contract law and intellectual property
- Set up and support of legal management (drafting of contracts, review of contracts and terms and conditions)
- Advise the Board on Board proceedings and good governance practices
- Facilitate litigations for the Institute
- Management of business wide strategies for the Board

#### **COMPETENCIES**

- Technical expertise
- Risk management
- Integrity
- Execution and delivery
- Contract management
- Financial management
- Business Acumen
- Legal Management

### **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 three (3) recent reference letters to; [recruitment@bgi.org.bw](mailto:recruitment@bgi.org.bw) not later than **17<sup>th</sup> February 2023**.