



BUAN Consult (Pty) Ltd is a consulting company wholly owned by the Botswana University of Agriculture and Natural Resources. The objective for which the company was established was to conduct research consultancies for government, the private sector, and other national and international organizations in the field of agriculture, natural resources, and related sciences. The company currently provides Commissioned Consultancy services, Contracted Research and Development Professional Development Programmes.

VACANCY [RE-ADVERTISEMENT]

Title: Projects Coordinator

Reports to: Chief Executive Officer

Location: Gaborone

JOB PURPOSE

The Projects Coordinator will be responsible for overall coordination of BUAN Consult project activities and provide support to consultancy teams. The key deliverable is to lead the project sourcing and ensure excellence in execution, being responsible for facilitating BUAN Consult deliverables including specific outputs and outcomes of mandates.

ROLES AND RESPONSIBILITIES

- Project identification and bid management
- Assemble project team members for targeted mandates
- Coordinate all projects and activities of consultancy mandates
- Budgeting and managing financial resources of specific mandates
- Assist in revision of consultancy guidelines and contracts
- Ensure consultants adhere to the project guidelines
- Produce progress reports on project mandates

THE REQUIREMENTS

The right candidate must meet the following minimum requirements among others;

Bachelor's Degree in a Business-related field with 7 years' work experience or Masters in Business Administration or a relevant discipline with 5 years' work experience.

At least 5 years' work experience should be in business management or research discipline.

Experience in consultancy bid proposal writing

Solid analytical and quantitative skills

Experience in managing commercial oriented consultancy projects

COMPETENCIES

- Project Planning and coordination
- Leadership and management
- Interpersonal and communication skills
- Resource mobilization and management
- Stakeholder Engagement

All applications containing a detailed CV, Profiles, References and academic certificates must be forwarded to buanconsult@buan.ac.bw not later than **2 March 2023**.

Only shortlisted candidates will be contacted.