



## VACANCY ANNOUNCEMENT

### CHIEF OF OPERATIONS

Botswana International University of Science and Technology (BIUST) is a research-intensive University established by the Government of Botswana. BIUST is committed to fundamental and applied research with particular emphasis on the economy of Botswana. A key strategy of the University is to build strong partnerships with a number of world-class Universities together with regional, national and international public and private sector enterprises. The University is seeking to identify a leader to carry out the duties and responsibilities of Chief of Operations.

#### Main purpose of the job

The incumbent will strategically and effectively lead and oversee provision of corporate support functions to the University, which includes (a) accounting and financial management services, (b) information technology services, (c) campus facilities management services, (d) project management of campus infrastructure, and (e) quality management services. The incumbent is expected to lead the internal organisation and operation of the departments in this cluster, create a proper work environment and steer its resources in the right direction for achieving its goals

#### Qualifications and Experience

At least ten (10) years work Experience, six (6) of which should have been at Senior Management or similar role in a large institution. University experience will be an added advantage preferably in a Higher Education institution such as a recognized large University or similar organisation with management control experience in all or most of the functional areas of responsibility indicated above.

The successful applicant will have at least a Master's in Business, Management or a related field from a recognized institution. Professional graduate accreditations and memberships preferred.

#### Key Performance Areas:

- IT support to users, and the design and adoption of efficient and up to date IT platforms, applications, systems, services to enhance operational efficiency
- Effective budgeting, financial planning and control, financial management and reporting
- Fair, transparent and value for money procurement
- Safe, secure, well-maintained, and optimally utilised campus facilities
- Efficient management of campus infrastructure development project
- Delivery of quality audit, assurance and management services
- Seek to continuously improve the efficiency and effectiveness of the Operations wing
- Optimal resource planning, allocation, utilisation and management at all times

- Maintenance of good relations with key partners and other external stakeholders
- Build, lead and motivate a unified team to operate around a unique organisation culture and to advance into a high performing team
- Establish overall goals, strategies, plans and objectives for BIUST

The position requires the following competencies:

- Ambition to achieve the highest standards in the delivery of own work
- Apply interpersonal styles/methods to develop, motivate and empower individuals to achieve goals
- Conceptual and practical thinking
- Customer focused
- Decisive and assertive
- Maintain confidentiality and aware of sensitive situation
- Personal value system (personal integrity, conscientiousness and strong moral character)
- Professionalism and adherence to good work ethics
- Team player with strong dedication to BIUST's purpose and mission
- Visionary and strategic thinking
- Work well in a multi-cultural environment

#### Remuneration

The University offers an attractive package, commensurate with qualifications and experience.

*If you meet the requirements of the above stated position, please send your application letter and a detailed Curriculum Vitae and certified copies of academic qualifications including at least three (3) recent professional references to;*

Director, Human Resources at the email address below:

[executiverecruitment@biust.ac.bw](mailto:executiverecruitment@biust.ac.bw)

For any further enquiries, you may call Mr. Senabye / Ms Taolo @ +267 4931301/ 4931305.

**CLOSING DATE: March 31st, 2023**