



REPUBLIC OF BOTSWANA

MINISTRY OF MINERALS AND ENERGY

EXTERNAL ADVERTISEMENT

VACANCY CIRCULAR NO 2 OF 2023

VACANCY: DEPUTY DIRECTOR - RESEARCH & PARTNERSHIP COORDINATION

Applications are invited from highly motivated and well experienced self-driven citizens of Botswana for the position of Deputy Director - Research & Partnership Coordination under the Ministry of Minerals and Energy.

Salary Scale: E2 (P427,860 – P445, 176 per annum)

Leave: 30 working days per annum.

Benefits:

- Optional Contributory Medical Aid Scheme (Government pays 50% and employee pays 50%).
- 24 - 36 Month's contract with 30% gratuity of the total gross emoluments earned during the contract of employment

Qualifications: Degree in Social Sciences majoring in Economics/ Statistics/Population Studies/ Demography/Political Science/Policy Studies or Business Administration/Commerce.

A post graduate qualification in Research/Policy Studies/Monitoring and Evaluation will be an added advantage.

Experience: A minimum of 14 years' relevant experience in research working business environment with two (2) years having been served at D1 salary scale in Government or served at operations management level within the Policy Planning and Research working environment.

Main Purpose of the Job: To manage research initiatives and ensure that there is accelerated translation of the research outputs into policies, projects, programmes and strategies that will create an enabling environment for the development of the energy and mineral sectors. To also monitor partnership activities to ensure existence of strong, sustainable partners led efforts by all Sectors to achieve high quality programmes.

Key Performance Areas:

- Collaborates with sectors to identify and solicit research partners.
- Coordinates dissemination of research results, publications and commentary on the impact of Botswana's Economic Policies and Strategies in the Mines and Mineral sectors.
- Coordinates disbursement of action matters on matters of Research and Partnership to the relevant sectors, solicit action and consolidates further action for Management.
- Evaluates research proposals for relevance and conformity to the Ministry's business and the national priorities.
- Assess research reports and renders advice on their implications or impact towards achieving the national priorities.
- Reviews the prevailing research and development situation in the energy and minerals sectors to assess the returns expected to be generated.
- Assesses Department's systems in order to source relevant information to enable provision of accurate advice on the identified area of research.
- Receives and compiles existing Partnership agreements, solicits for internal feedback and ensures feedback is sent to Partners in a timely manner.
- Carries in-depth analysis of general areas of research and partnership to enable provision of sound advice for informed decision making.
- Drafts research and partnership documents as may be required for management's consideration and action.
- Establishes structures and processes to ensure that there is effective operational linkages that will ensure that the Ministry's Departments and State Owned Entities addresses research and partnership matters in a synergized manner.
- Contributes to frameworks analysis and review thereby also collate and summarise information for provision of expertise advise to Management.
- Contributes to the development of strategies for effective research and partnership efforts and provides expertise guidance in translation of the strategies to actions to achieve the desired impact.
- Conducts periodic exercises to evaluate the impact of research and partnership performance area across the energy and mineral sectors.
- Establishes systems to ensure accurate maintenance of data, information and records on matters of discussions, decisions on research and partnership matters.
- Initiates and implements strategies to ensure exercise of financial prudence in utilization of funding efforts within the purview of research and partnerships.
- Undertakes any other related duties as required to meet exigencies of the service.

Key competencies

- Deciding and Initiating Action
- Analytical Thinking and Visioning
- Building and Managing Relationships
- Communicating Effectively
- Managing Performance
- Planning and Execution
- Creativity and Innovation
- Quality Service Delivery

APPLICATIONS:

Applicants should quote the Vacancy Circular and the reference number of this advertisement and provide the following details:

- (i) Full names, address and place of birth.
 - (ii) A certified copy of a valid National Identity Card.
 - (iii) Brief summary of career with duties (Curriculum Vitae).
 - (iv) Certified copies of academic qualification certificates together with their transcripts (both academic and professional)
 - (v) At least two (2) traceable references confirming the required experience (not more than twelve (12) months) old.
- b) Applicants should indicate:
- Date of first appointment.
 - Present post, date of appointment thereto and salary scale.
 - Candidates from Parastatal and Private Sector Organizations SHOULD provide a statement of salary or pay.
 - Contact number (s).

IMPORTANT

All applications from serving Public Officers should be routed through their respective Heads of Departments and Permanent Secretaries. Applications **NOT** so routed will not be considered.

NOTE: All applicants who do not meet the minimum requirements stipulated above will not be responded to. **Only shortlisted candidates will be contacted.**

Applications should be addressed to:

**Permanent Secretary
Ministry of Minerals and Energy
Private Bag 0018
Gaborone**

OR hand delivered to:

**Ministry of Minerals and Energy
Fairgrounds Office Park
First Floor
Records Management Unit
Office No. F04**

CLOSING DATE: 12th May, 2023

For further information, required contact Human Resource Management Unit at 3656693/3656686/3656695.

VACANCY CIRCULAR NO 3 OF 2023

VACANCY: PRINCIPAL MINING ENGINEER I – 2 posts

Applications are invited from suitably qualified, experienced and highly motivated citizens of Botswana for the above position in the Ministry of Minerals and Energy, Department of Mines. The posts are tenable in Francistown and Gaborone.

SALARY SCALE: D2 (P320,952 – P353,928) per annum

BENEFITS: Optional Contributory Medical Aid Scheme (Government Contributes 50% and employee 50%) Contributory Pension (Government pays 15% and Employee pays 5%)

Leave: 30 working days per annum

QUALIFICATION: A Degree in Mining Engineering. The candidate should be in good standing on registration with the Engineers Registration Board (ERB) and also possess a practicing certificate with the ERB.

EXPERIENCE: Six (6) years' post qualification experience in the mining and minerals industry or related fields.

Main purpose of the job:

To plan and manage the process of applications for mineral concessions, permits, licenses, and their issuance and site inspections of same for compliance with mining and minerals legislation and standards.

Key performance Areas

- Monitoring of mining and explosives operations.
- Investigate mine and explosives related accident and incidents.
- Analyses investigations of incidents and accidents and recommends appropriate action.
- Develops and reviews systems of data and information management for mineral concessions.
- Contributes in the development and review of guidelines and policy on mining and minerals operations.
- Contributes in the formulation and development of strategies for optimal and sustainable exploitation of mineral resources.
- Undertakes any other related duties as may be assigned by Management.

REQUIRED COMPETENCIES

- Deciding and Initiating Action
- Adhering to Principles and Values
- Timely Decision Making
- Writing and Reporting
- Analysing
- Planning and Organising
- Delivering Results and Meeting Customer Expectations

APPLICATIONS:

Applicants should quote the Vacancy Circular and the reference number of this advertisement and provide the following details:

- (i) Full names, address and place of birth.
 - (ii) A certified copy of a valid National Identity Card.
 - (iii) Brief summary of career with duties (Curriculum Vitae).
 - (iv) Certified copies of academic qualification certificates together with their transcripts (both academic and professional)
 - (v) At least two (2) traceable references (not more than twelve (12) months) old.
- b) Applicants should indicate:
- Date of first appointment.
 - Present post, salary scale and date of appointment thereto.
 - Applicants from Parastatals and Private Sectors should indicate their basic salary.
 - Contact number (s).

IMPORTANT

All applications from serving Public Officers should be routed through their respective Heads of Departments and Permanent Secretaries. Applications **NOT** so routed will not be considered.

NOTE: All applicants who do not meet the minimum requirements stipulated above

Applications should be addressed to:

**The Director
Department of Mines
Private Bag 0049
Gaborone**

OR hand delivered to: Department of Mines,

**Letsema Office Park
Record Management Unit
Block C
Ground floor**

CLOSING DATE: 12th May, 2023

For further information required contact Human Resource Management Unit at 3657043/39/46