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EXTERNAL ADVERTISEMENT

The Botswana University of Agriculture and Natural Resources (BUAN) invites applications from suitably qualified individuals for the following post:

DEPARTMENT OF HUMAN RESOURCES

VACANCY CIRCULAR NO: 2024:05:14 (HR)

MANAGER, EMPLOYEE RELATIONS & WELFARE (5 YEAR CONTRACT)

JOB PURPOSE

The successful candidate will be responsible for promoting a conducive work environment in the University through effective implementation of policies, procedures, and strategies to ensure equitable treatment of all staff. To facilitate dialogue between employees and employer and facilitate resolution of disputes and grievances.

REQUIREMENTS OF THE JOB

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

- Possess a Bachelor's Degree in Industrial Relations / Human Resources Management or any related discipline from a recognised academic institution.
- At least eight (8) years post qualification experience in Human Resource Management, two (2) of which should have been at supervisory Level. Experience in employee relations and welfare will be an added advantage
- Expert knowledge in conducting climate surveys, labour union management, staff welfare, compensation and benefits, HR audits/contracts, disciplinary and grievance procedures, knowledge of local employment Act and relevant Laws.
- Demonstrated knowledge of the latest development in the international financial management practices and standards.

COMPETENCIES

- Union Relationships
- Building Relationships
- Application of HR Legislation and Policy
- Benefits & Compensation
- Disciplinary & Grievance procedure
- Culture and Climate survey

Fringe Benefits: These include motor vehicle purchase advance scheme, an optional 50% medical aid plan, Group Life Assurance Scheme. Loan schemes with various financial services providers at negotiated rates. Gratuity paid at the rate of 30% of basic salary.

Method of Application: Applications quoting the vacancy number, the post being applied for and accompanied by detailed CV, true and certified copies of educational/professional certificates, grade transcripts and national identity card, at least 3 recent references of which one should be from the immediate supervisor must be addressed to:

ALL APPLICATIONS SHOULD BE ADDRESSED TO:

Director, Human Resources
Botswana University of Agriculture and Natural Resources
Private Bag 0027
GABORONE

Email to: recruitment@buan.ac.bw
OR

Hand deliver applications to
Records Office, Block 300, BUAN



Closing Date:
10th June 2024

NB: Only shortlisted candidates will be contacted.



www.buan.ac.bw



info@buan.ac.bw

