



**BOTSWANA
EXAMINATIONS
COUNCIL**

EMPLOYMENT OPPORTUNITIES

Botswana Examinations Council (BEC) is mandated under Section 5 of the Botswana Examinations Council Act CAP 58:03 (as Amended by BEC Amendment Act No. 19 of 2020) to manage and conduct examinations and assessment in general education and Technical and Vocational Education and Training (TVET). BEC has developed a new strategy and consequently, a new structure that is aligned to the strategy.

The organisation wishes to attract into the following positions, results oriented professionals, with solid leadership experience, who are driven by a passion for excellence.

1. HEAD FACILITIES MANAGEMENT (5 YEARS FIXED TERM CONTRACT)

MAIN PURPOSE OF THE JOB

Plan, coordinate and direct the construction, maintenance and management of the physical infrastructure, buildings, grounds and facilities of BEC. Ensure compliance with health, life safety, and building codes, recommending priorities for needed repairs and renovations. Expertly guide the work of the Department's staff, steer them towards effective delivery of the Department's mandate and achievement of its goals, and ensure optimal use of all resources within the Department.

Key Performance Areas

- Develop policies, procedures, processes and guidelines for the delivery of effective facilities management
- Advise BEC on all office services and facilities issues
- Provision of a safe and secure environment through the development and implementation of appropriate security, health and safety, emergency / contingency measures
- Estates management services that include maintenance, repairs, utilities, insurance, leases etc.
- Acquisition, disposal and maintenance of non-IT furniture and equipment
- Oversight on the scheduling and supervision of maintenance and repair activities, contracted services, and custodial services
- Provide oversight on infrastructure building projects:
- Maintain direct oversight on the work of external contractors and consultants to ensure efficient and effective implementation of projects through on-going monitoring, review and reporting of project performance
- Manage the whole tender process and procedure for contracting out of works and services related to the provision of office services and maintenance of facilities
- Manage outsourced contracts to ensure that the services delivered are as per contract and SLAs
- Develop departmental strategies and plans in line with corporate goals
- Budget management and control in order to optimise returns on expenditures and support the department's strategy
- Oversee periodic reporting of performance against plans and targets to EMT/Council.

Qualifications and Experience

At least a Master's Degree in Facilities Management, Real Estate Management or a relevant field from a recognised institution. At least 10 years post qualification experience in Facilities Management or related area. This includes a minimum of 4 years in a middle management position.

Key Competencies

- Communication
- Conflict management
- Decision-making
- Interpersonal
- People management
- Mentoring / coaching
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving
- Strategic planning and execution
- Team building

2. RESEARCH AND DEVELOPMENT EXECUTIVE X 3 (BUSINESS SUBJECTS, HOME ECONOMICS, ART & DESIGN)

MAIN PURPOSE OF THE JOB

Carry out research into educational assessments tools, processes and services. Coordinate the development and review of the syllabus. Coordinate the development of assessment instruments for the assigned programme / subjects.

Key Performance Areas:

Carry out the following types of research:

- To inform development of improved assessment instruments
- To investigate the possibility of introducing new types of assessments or introducing technology into assessments
- To evaluate the impact, effectiveness and objectivity of the Council's assessment programmes on the education system
- To make trend analysis and cross-sectional analysis of assessment results over time
- To support the parent ministry on any research that are related to educational assessment
- Prepare research proposals for review by the Manager
- Carry out research and prepare periodic progress reports for the Manager and Management of the department
- Instruct R&D Officer I to carry out the gathering, processing, analysing of relevant data, and review their work
- Prepare statistical models to analyse assessment results
- Produce background briefing papers and research notes for use in design or for presentations locally and internationally, as necessary
- Prepare detailed research reports
- Ensure that a database of up-to-date reference material is developed and maintained to support research
- Prepare and submit for publication in recognised journals academic and applied research articles to promote the Council as a centre of excellence in the field of assessment research.
- Use research reports to produce relevant summaries for internal training and capacity building of the R&D team
- Coordinate the development and review of syllabus for a range of subjects
- Coordinate and review the work of external setters of assessment papers.

Qualifications & Experience:

At least a Masters in Educational Management, Measurement or Research Degree must be in one specialised subject as per the BEC's established list. A minimum six (6) years relevant experience of which three (3) years should have been at professional level or its equivalent. Must also have some supervisory experience.

Key Competencies:

- Communication
- Interpersonal
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving

3. RESEARCH AND DEVELOPMENT EXECUTIVE- MUSIC (3 YEARS FIXED TERM CONTRACT)

MAIN PURPOSE OF THE JOB

Carry out research into educational assessments tools, processes and services. Coordinate the development and review of the syllabus. Coordinate the development of assessment instruments for the assigned programme / subjects.

Key Performance Areas:

Carry out the following types of research:

- To inform development of improved assessment instruments
- To investigate the possibility of introducing new types of assessments or introducing technology into assessments
- To evaluate the impact, effectiveness and objectivity of the Council's assessment programmes on the education system
- To make trend analysis and cross-sectional analysis of assessment results over time
- To support the parent ministry on any research that are related to educational assessment .
- Prepare research proposals for review by the Manager

• Carry out research and prepare periodic progress reports for the Manager and Management of the department

- Instruct R&D Officer I to carry out the gathering, processing, analysing of relevant data, and review their work
- Prepare statistical models to analyse assessment results
- Produce background briefing papers and research notes for use in design or for presentations locally and internationally, as necessary
- Prepare detailed research reports
- Ensure that a database of up-to-date reference material is developed and maintained to support research
- Prepare and submit for publication in recognised journals academic and applied research articles to promote the Council as a centre of excellence in the field of assessment research

- Use research reports to produce relevant summaries for internal training and capacity building of the R&D team
- Coordinate the development and review of syllabus for a range of subjects
- Coordinate and review the work of external setters of assessment papers

Qualifications & Experience:

At least a Masters in Educational Management, Measurement or Research Degree must be in one specialised subject as per the BEC's established list. A minimum six (6) years relevant experience of which three (3) years should have been at professional level or its equivalent. Must also have some supervisory experience.

Key Competencies:

- Communication
- Interpersonal
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving

4. REGISTRATION AND ACCREDITATION EXECUTIVE

MAIN PURPOSE OF THE JOB

Be responsible to register and accredit assessors and moderators to promote the delivery of quality assessment for education and training across levels 1 to 5 on the NCQF, Act as the main liaison with BQA for all delegated functions from the latter to BEC. Supervise the work of the team of subordinates reporting directly to the position

Key Performance Areas

- Ensure that the registration and accreditation of Assessors and Moderators are undertaken in line with the procedures and guidelines set by BQA
- Ensure compliance to all regulatory requirements of BQA with regard to registration and accreditation of Assessors and Moderators
- Provide inputs to the development and review of strategy, policy, procedures, processes, rules, regulations and standards for the department
- Liaise with BQA on any aspects of registration and accreditation that require their clarifications or advice, and ensure compliance with NCQF
- Issue of guidelines to applicants (individuals or ETPs) for submission of application
- Provision of advice to applicants on any matters regarding registration and accreditation
- Selection and setting up of Registration and Accreditation Panel (with specialists as external members) to examine applications
- Provision of secretarial services to the panel
- Issue, renewal or cancellation of Certificate of Registration and Accreditation, based on panel decisions and recommendations
- Communication of registration / accreditation decisions to applicants
- Setting up of Appeals committees and implementation of procedures in case of appeals against the decisions
- Maintenance of up-to-date database and files for registered and accredited Assessors and Moderators
- Submission of regular registration and accreditation reports to the Head of Department and to BQA
- Liaise with Finance for processing payment and issuing receipts regarding registration and accreditation fees
- Collaborate and work closely with the Examination Personnel Executive to ensure that decisions for renewal and cancellation of applications are fully informed by the past performance appraisals of every applicant.

Qualifications and Experience

At least a Degree in Educational Management or a relevant field from a recognised institution. A Masters will be an added advantage. Certification in registration and accreditation within an Education and Training environment. Minimum of 6 years relevant experience of which 3 years should have been at professional level or its equivalent. Must include supervisory experience.

Key Competencies

- Communication
- Interpersonal
- Mentoring and coaching
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical & problem-solving
- Supervisory

5. PROCUREMENT OFFICER

MAIN PURPOSE OF THE JOB

Assist the Procurement Executive in the effective and efficient conduct of the procurement activity for the assigned Departments in BEC.

Key performance areas:

- Ensure that the administrative records and electronic records are well maintained
- Obtain quotes from suppliers
- Check purchase requisitions against specification and compliance criteria
- Place and follow up orders to ensure timely and accurate supply of goods and services
- Receive orders and process receipt vouchers, invoices, delivery notes
- Check and validate details of all incoming stock consignments against purchase orders to ensure all materials received match specifications in purchase orders
- Check goods received from suppliers match them with corresponding orders, and hand-over to Stores section
- Investigate and resolve any discrepancies in supply.

Qualification & Experience

At least a Degree in Supply Chain or Procurement Management or a relevant field from a recognised institution. Minimum 4 years relevant experience of which 2 years should have been at junior professional/ technician level or its equivalent.

Key Competencies

- Communication and Interpersonal Skills
- Networking & relationship building
- Organisational Skills
- Research, critical thinking, analytical & problem-solving.

If you meet the above requirements please submit your cover letter; updated curriculum vitae with three (3) traceable referees, certified Omang and certified academic certificates to recruitment@bec.co.bw, applications should be addressed to

The Director Human Capital

Botswana Examinations Council
Private Bag 0070
Gaborone

Kindly indicate the position you are applying for in the subject of the email. We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation or received after the closing date will not be considered.

The closing date: 28th January 2025.



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