

CAREER OPPORTUNITIES

ARE YOU A STRATEGIC, HIGH PERFORMANCE AND SELF-DRIVEN INDIVIDUAL?

“Botswana Accountancy College (BAC) is a strategic institution in the national human capital development and skills capacity building agenda. The College’s institutional strategy is therefore aligned to the National Vision and National Development Plan. BAC operates in terms of its constitution as incorporated under the Companies Act, Cap 42:01 of the Laws of Botswana.”

1. HEAD OF FINANCE

Main Purpose of the job:

Reporting to the Deputy Executive Director – Corporate Services, the successful candidate will be responsible for managing the finance and procurement functions of the College. The Head of Finance is responsible for the overall financial management, business analysis and reporting of the college’s performance, ensuring ongoing viability and a secure financial future in line with the college’s strategy, mission and values.

Key Performance Areas:

- Manages and directs overall performance of the Financial Department
- Formulates and directs the implementation of finance strategies for the College in line with corporate strategy and provides technical advice in terms of financial impact of strategic plans and actions within the College.
- Develops financial management, procurement and assets disposal policies and procedures, including guidelines on service contracts. And ensures alignment to business requirements
- Reports on key financial issues and risks that need attention in order to ensure financial sustainability
- Provides an accurate and timely financial service including setting and monitoring of budgets, forecasts, cash flow analysis, management and financial accounts and advice and support to inform decision making at all levels.
- Manages the annual audit process in conjunction with the appointed auditors to ensure statutory accounts are produced within the required deadlines.
- Ensures that budgets and management accounts accurately reflect the business activity, that accruals and other adjustments are being made correctly, that variances from budget and other issues are investigated and resolved.
- Manages risks and maintain internal control functions.
- Responsible for all statutory reporting, compliance, annual accounts, internal and external reports, and VAT
- Manages and develops an effective finance team.

Experience and qualifications:

- Be a full chartered / certified member of a Professional Accounting Body such as ACCA / CIMA / BICA.
- At least 8 years’ post qualification experience in the field of Finance/Accounting, 5 of which should have been at senior management level.
- In depth understanding and application of strategic financial management and risk management

Competencies:

- Analytical Skills
- Project management
- Information systems
- Customer focus
- Strategic thinking
- Business acumen
- Problem solving
- People Management

2. FACILITIES OFFICER

Main Purpose of the job:

To coordinate and ensure the efficient provision of technical services for the planning and development of College projects associated with maintenance, renovation and new construction

Key Performance Areas:

- Coordinate and manage all infrastructure development projects in the college.
- Coordinates and manages all outsourced projects, works in the College.
- Maintains information or data on new construction, renovations, and various remodelling.
- Develops plans for development of College land and monitoring of implementation of the plans.
- Develops, implements and reviews the departmental budget for projects within limits of authority.
- Oversees and coordinates the maintenance works in the College
- Draws and ensure implementation of maintenance schedules for College facilities.
- Gather relevant up to date information and advise the College on legal requirements on land and facilities acquisition and development.
- Ensures safe keeping and maintenance of College equipment and machinery at all times.
- Coordinates the appointment and supervision of all maintenance related contractors.
- Maintains records of maintenance work, and equipment inventory
- Supervises and trains professional technical staff; oversees work and coordinates daily workflow in office. Provides direction to team members on project plans and leadership in training staff; sets priorities and makes changes as appropriate to optimize resources and meet deadlines.
- Draws tender notices and tender documents/specifications for facilities development and /or maintenance as well as coordinate procurement of the services.

Experience and qualifications:

- A Bachelor’s Degree in Architecture / Real Estate Management / Urban and Regional Planning / Building Construction Technology or any related field. Membership of a relevant professional body is a requirement. A qualification in project management (e.g. Project Management Essentials or Prince 2) is an added advantage
- At least Five years post qualification experience in facilities management, Real estate management, construction or related field.

Competencies:

- Strategic Thinking
- Must have high level of planning skills
- Technical skills in architectural design, planning and ability to interpret technical drawings.
- Must have supervisory skills.
- Must have good customer care and interpersonal skills
- Business orientation
- Assertiveness and decisiveness
- Project Management and reporting

3. COORDINATOR – SPACE PLANNING AND ADMINISTRATION

Main Purpose of the job:

To develop, implement and maintain a strategic space information system that assures accurate physical space utilization and inventory and serve as the primary resource for all technical problems and questions regarding the management and analyses of data used in capital and space planning. To coordinate efficient provision of facilities services such as cleaning, landscaping, house keeping and security

Key Performance Areas:

- Coordinates the development of space inventory data; manages information to analyse current space and campus planning. Makes recommendations to integrate into master plan, strategic plan and facilities planning issues.
- Performs needs assessments for determining actual facilities, land use and space characteristics; develops space utilization recommendations and solutions to unique project planning, engineering and administrative problems as needed.
- Assigns or classifies space according to pertinent standards and procedures.
- Provides information or reports on current room utilization and dimensions.
- Maintains detailed space utilization data and inventory and prepares regular reports for submissions to stakeholders (e.g. regulatory authorities) as might be requested.
- Recommends changes in space assignment and facilities inventory processing to supervisor.
- Assists management in identification of problems, trends, or future space needs and makes recommendations.
- Works closely with others to plan room layout, to include furniture, equipment, telecommunications, or other pertinent needs.
- Oversees the operations, and supervision of the internal house-keeping, cleaning and security resources, ensuring efficient operation, performance management and dealing with industrial relations issues.
- Oversees the operation and supervision of outsourced facilities services such as cleaning, security and housekeeping; ensuring the establishments and implementation of Service level agreements, and subsequent periodical performance assessments;
- Coordinates the day to day utilization, and maintenance of the BAC fleet.
- Ensures safe keeping and maintenance of College equipment and machinery at all times.

Experience and qualifications:

- A Bachelor’s Degree in Architecture / Real Estate Management / Urban and Regional Planning/ Building Construction Technology or any related field. Membership of a relevant professional body is a requirement
- At least five years post qualification experience in facilities management, estate management, or related field.

Competencies:

- Strategic Thinking
- Must have high level of planning skills
- Technical skills in architectural design, planning and ability to interpret technical drawings.
- Must have supervisory skills.
- Must have good customer care and interpersonal skills
- Business orientation
- Assertiveness and decisiveness
- Project Management

All the above positions are employable on a three year renewable fixed term contract

The deadline for all applications is 10th July 2017. All applications with accompanying certified certificates, curriculum vitae, and 2 written references letters should be e-mailed to recruitment@bac.ac.bw