



# VACANCY ADVERTISEMENT

The Botswana Public Officers Pension Fund is a Defined Contribution Fund for Public Officers. It has more than 150 000 members, 7 000 pensioners and has operations in Gaborone, Francistown, Kang and Maun.

The Fund invites young ambitious Batswana Citizens to apply for the positions below. A valid Botswana driver's license is required.

## **INFORMATION TECHNOLOGY AUDITOR**

The purpose of this position is to provide Internal Information Technology Audit services.

The position requires a Bachelor's Degree in Computer Science, Business Computing and Information Systems or related plus at least 5 years' experience working with IT systems including appreciation of enterprise networks and security products such as CCNA, MCSE.

Internal Audit experience will be an added advantage.

## **MEMBER CENTRE CONSULTANT – TRUST SERVICES X 2**

The purpose of this position is to receive and reconcile contributions, administer pension and trust benefits in accordance with relevant legislations and ensure accurate and timely payment of benefits.

The position requires Bachelor's Degree in Social Work, Psychology or Counselling plus 3 years post qualification experience.

## **REGIONAL MANAGER- FRANCISTOWN**

The purpose of this position is to manage the regional functions and ensure accurate analysis, administration and communication of pension related benefits; to monitor claims and ensure proper assessment protocols are observed in order to remit accurate benefits to eligible beneficiaries.

You are required to have a Bachelor's Degree in Business Administration, Public Administration or equivalent plus at least 5 years' experience in Fund Administration environment.

The remuneration for the above positions will be commensurate with the education and experience.

Only applicants who meet the above requirements need apply giving detailed and up-to-date curriculum vitae only.

Please note that only candidates shortlisted will be entered into correspondence with.

### **Please respond in writing to:**

#### **The Chief Executive Officer/Principal Officer**

Botswana Public Officers Pension Fund Secretariat

Private Bag 00195

Gaborone.

OR hand deliver at

Letsema Office Park

Plot 61920

Fairgrounds

*(No faxed or emailed applications will be accepted)*

**CLOSING DATE for all applications is 6<sup>th</sup> May 2016.**