

VACANCIES

PUBLIC RELATIONS MANAGER

MAIN PURPOSE OF THE JOB

Reporting to the Executive Manager - Marketing, the incumbent will be responsible for:

- Developing, directing and administering policies relating to all proactive and reactive phases of public relations and internal and external (global) communications for the Organisation as well as Botswana's Tourism Industry.

KEY PERFORMANCE AREAS

- Develop and maintain the Organisation's corporate image and identity (Brand Management);
- Develop and maintain the Country's Tourism image and identity (Country Brand Management);
- Development and Implementation of Disaster and Crisis Management Plans for both the country's tourism industry and the organization;
- Stakeholder relationships and management;
- Production of the Statutory Annual Report;
- Global Media, interest group relations and management thereof;
- Manage and produce speeches, press releases, interviews as required.

KEY ATTRIBUTES

- Articulate and Persuasive;
- Excellent writing and communication skills;
- Consultation and Interpersonal Skills;
- Results Focused;
- Attention to Detail;
- Self-Motivated;
- Pro-activeness;
- Ability to manage public relations during disaster and crisis;
- Global Orientation.

JOB REQUIREMENTS

- Bachelor's Degree in Public Relations/Communications or related fields.
- Extensive experience in developing, maintaining and delivering Marketing and / or Public Relations and Communications Strategies;
- Strong understanding of customer and market trend dynamics;
- 5 Years in Marketing and or Public Relations / Communications at Senior Management level.

LEGAL OFFICER

MAIN PURPOSE OF THE JOB

Reporting to the Corporate Legal Counsel/Board Secretary, the incumbent will be responsible for:

- Providing internal legal advice.
- Assisting Internal Departments and Divisions on all legal matters.
- Drafting legal documents for the Organisation.
- Providing legal interpretation and stance of the Organisation on legal matters to external stakeholders.

KEY PERFORMANCE AREAS

- Legal research and provision of legal advice on issues affecting or likely to affect Botswana's tourism;
- Undertake general administration of the legal services office;
- Compliance Matters;
- Administration of Legal Policies and Procedures;
- Assistance on Company Secretarial Services;
- Guidance on Investment and Procurement Processes;

KEY ATTRIBUTES

- Professionalism and Integrity;
- Planning, Organising and Coordinating;
- Attention to Detail;
- Results Oriented and Commitment;
- Decisiveness and Assertiveness;
- Consultation and Interpersonal Skills;
- Sound Legal Writing Skills;
- Good Communication Skills;
- Customer Oriented.

JOB REQUIREMENTS

- LLB.
- An LLM in Commercial Law will be an added advantage.
- At least 5 years' work experience in a versatile legal environment.
- Must be admitted to practice as an Attorney, Conveyance or Notary Public in Botswana.

FINANCIAL ACCOUNTANT

MAIN PURPOSE OF THE JOB

Reporting to the Finance Manager, the incumbent will be responsible for:

- Coordinating Accounting Functions and ensure that the Financial Systems are effective and reliable.
- Timely preparation of accurate Management Accounts and Financial Statements

KEY PERFORMANCE AREAS

- Financial systems and controls;
- Preparation of accurate monthly Management Accounts;
- Preparation of Financial Statements;
- Management of Fixed Asset Register;
- Payroll Processing and Administration;
- Accounts Receivable and Accounts Payable Management;
- Management of all Tax related activities;
- Finance Team Supervision and Team Management.

KEY ATTRIBUTES

- Excellent Communication and Presentation Skills;
- Results Oriented;
- Attention to Detail;
- Good Analytical Skills;
- Development of Others;
- Innovative;
- Good Interpersonal Skills;
- Planning, Organising and Coordinating

JOB REQUIREMENTS

- Bachelor's Degree in Accounting / Finance / Economics.
- Professional Qualification with ACCA or CIMA will be an added advantage.
- Proficiency in the use of ACCPAC Accounting Package and VIP Payroll Software.
- At least 5 years' experience in Financial Accounting environment with competency in Management / Cost Accounting.

ECOTOURISM OFFICER - MAUN

MAIN PURPOSE OF THE JOB

Reporting to the Tourism Development Manager, the incumbent shall provide logistical and messenger services in order to enable the Organisation to carry out its activities effectively.

KEY PERFORMANCE AREAS

- Establishment and promotion of ecotourism projects

- Implementation of ecotourism best practices, standards and code of ethics
- Promotion of ecotourism enterprises
- Assist entrepreneurs in the development of ecotourism facilities
- Identify and investigate ecotourism potential and infrastructure
- Grading of tourism facilities

KEY ATTRIBUTES

- Technical expertise
- Critical thinking and innovation
- Consultation & Interpersonal Relations
- Results focused
- Customer focused communications

JOB REQUIREMENTS

- Degree in Natural Resource Management or Environmental Science or equivalent
- 3 years' experience in conservation and/or ecotourism related projects
- Exposure to or certification on any International Ecotourism/ Green Systems will be an added advantage

RECORDS ASSISTANT

MAIN PURPOSE OF THE JOB

Reporting to the Records Officer the incumbent will be responsible for:

- Proper Management and safety of the Organisation's records.

KEY PERFORMANCE AREAS

- Implement the Organisation's Records Management Policies and Procedures;
- Registration of Incoming and Outgoing Correspondence and correct filing thereof;
- Tracking of files out for internal attention;
- General Records Management Office Requests and Tracking thereof per Policy and Procedures;
- Implement Retention and Disposal Record Policies;
- Maintenance of Organisational Records and Archives.

KEY ATTRIBUTES

- Communication Skills;
- Confidentiality;
- Interpersonal Skills;
- Attention to Detail;
- Customer Focus;
- Results Oriented.

JOB REQUIREMENTS

- Diploma in Archives and Records Management, Library and Information Studies or equivalent.
- Two (2) years' experience in Records and Information Management.
- Experience in Human Resources and Administration Records Management as well as Library Operations will be an added advantage.

Only candidates who meet the above requirements may apply to Human Resources and Administration Manager at: recruitment@botswanaturism.co.bw or Hand deliver to Fairscape Precinct, Plot 70667 Fairgrounds Office Park, Building 1A & 1B, First Floor, Gaborone

Closing Date: 13th October 2019

Correspondence will be limited to short listed applicants only.