



**BOTSWANA NATIONAL OLYMPIC COMMITTEE**



**Botswana National Olympic Committee are seeking candidates for a number of positions within the organisation. Based at the BNOOC offices in Gaborone, the organisations seeks dynamic candidates who will add value and drive the strategic and operational effectiveness of the organisation**

### **Programmes Manager**

Reporting to the CEO, the successful candidate is primarily responsible for leading the delivery of athlete development and welfare; with a special emphasis on elite athletes as well as effective administration of the unit.

Key responsibilities include

- facilitating adequate education for athletes on anti-doping and testing,
- preparation of athletes and teams for major international competitions including performance, wellness, welfare and management
- Implementation of elite coach and athlete development programmes and assisting in acquiring international scholarships etc for Botswana athletes.
- Leads implementation of programmes covering elite coaching, sports technology, sport psychology, sport science and medicine.
- Monitoring and evaluation of athlete development programmes
- Forging strategic relationships for the development of high- performance sport in Botswana
- Participating in strategic planning and programme development.

Applicants are expected to be able to contribute substantially to the BNOOC budget development process as well as the strategic planning and promotion of elite sport in Botswana and the management of the unit

The successful applicant will have a Bachelor's degree in Sport Science, Sports Administration of relevant equivalent; a post graduate qualification will be an added advantage.

5 years' experience, of which a minimum of 3 must be at a senior management level. Extensive knowledge or sports instruments in use in Botswana would be an added advantage.

### **Business Development and Strategy Manager**

This position is primarily responsible for leading the development and providing oversight of the BNOOC's corporate strategies to support the organisation's growth, whilst working in close collaboration with the CEO.

Key responsibilities include:

- Oversight of the corporate strategy
- Monitoring and reporting of performance against strategy
- Conducts research and identifies growth opportunities



## BOTSWANA NATIONAL OLYMPIC COMMITTEE



- Advises on operational improvements for cost saving and value creation
- Promotes BNOC with stakeholders and prospective partners or sponsors
- Monitors communications
- Supports Income generation projects

The successful applicant, a natural collaborator who can build lasting relationships for the organisation will have either a Bachelor's degree in Business Admin, Industrial Management Finance, Economics or Finance, or the equivalent in relevant work experience. A relevant post graduate qualification would be an added advantage. A minimum of 5 years relevant experience, with at least two in a business development or corporate strategy position is essential.

### **Finance Manager**

Responsible for organising, managing and controlling the financial management and accounting functions of the organisation and working closely with the CEO

Key responsibilities include:

- Providing and interpreting financial information
- Monitors and manages cash flow and predicts future trends
- Formulates strategic and long-term business plans
- Develops mechanisms to minimise financial risk
- Manages the financial accounting, monitoring and reporting systems
- Develops and manages budgets and produces accurate financial reports
- Liaises with stakeholders including auditors, bankers, and MYSC

Applicants are expected to hold a Bachelors degree in Accountancy, Finance, Economics or Professional Accountancy qualification or similar, and to hold current membership of BICA or other professional, internationally recognised accounting institute.

A minimum of 5 years' experience at Management level is required whilst extensive knowledge of Government budgeting and accounting procedures would be an added advantage.

### **Corporate Services Manager**

Reporting to the CEO this position aims to provide strategic leadership in the provision of administration, procurement, human resources and ICT support services to the organisation

Key responsibilities include:-

- Development and implementation of strategies, policies, programmes and procedures for the organisation in the areas of administration, procurement, human resources and ICT support and records management
- Develop and implement business plans and budgets for the department
- Ensure the development and implementation of transparent procurement procedures



## BOTSWANA NATIONAL OLYMPIC COMMITTEE



- Deploying appropriate risk management strategies for the security of the organisations assets against loss
- Manages the Botswana Olympic and Commonwealth Museum and Hall of Fame
- Provides support to the BNOC Board
- Participates in the development of corporate strategies and objectives
- Facilitates and oversees BNOC interests in third party contracts

Applicants must have a Bachelors degree in Business Administration, Commerce or related qualification and at least five years' experience at management level. A post graduate qualification or membership of a professional body would be an added advantage.

Are you interested in any of the challenging and dynamic positions – please apply to The Human Resource consultant – via the link <https://premiere.job.skillsmapafrica.com> (click on description for each relevant position), or contact [hr@premiere.co.bw](mailto:hr@premiere.co.bw). Applications should be received by the 23<sup>rd</sup> July 2020.