



VACANCY CIRCULAR NO. 2 OF 2023

Registered as a Savings & Credit Co-Operative Society in 2013. BPOSACCOS offers Loans, Savings, Funeral Cover services to members of the Cooperative.

BPOSACCOS invites suitably qualified, experienced, innovative, result oriented and self-driven individuals who are citizens of Botswana to apply for following position:

MANAGER

Responsible for providing strategic leadership, direction and coordination of BPOSACCOS in accordance with Corporate Strategy, policies, goals, guidelines and objectives as established from time to time to ensure implementation of BPOSACCOS mandate.

Key Tasks and Responsibilities:

- Return on Shareholders' Investment and creation of shareholder value.
- Operational Excellence through - Speed, Service, Security & Sustainability
- Customer Intimacy through - Relationship Management.

Key Areas of Responsibility include:

1. Leadership and Governance

- Assume full responsibility and lead the day-to-day operations of BPOSACCOS;
- Drive implementation of the BPOSACCOS corporate strategy and setting strategic direction and objectives;
- Ensure compliance with directive of the Management Boards;
- Ensure compliance to BPOSACCOS policies, procedures and statutory regulations; and
- Promote a culture of ethical business conduct and establish standards and oversight structures Financial Management.

Strategic Planning

- Lead the development, implementation and monitoring of the BPOSACCOS' strategic plan outlining the direction and policies which seek to ensure that objectives are achieved;
- Establishing the strategic framework for the allocation of BPOSACCOS' resources including financial and human capital;
- Drive the delivery of established performance targets as defined in the strategic plan.

Accounting and Budgeting

- Develop and present for consideration by the Management Board, an annual budget for BPOSACCOS;

- Prepare and submit each month, expenditure, cash reconciliation, bank reconciliation, list of loans and savings, progress report of the business and cash in hand for inspection by the Board;
- Ensure that full and complete records of all assets, liabilities income and expenses of the Society are kept;

Human Capital Management

- Facilitate a positive and ethical work environment that is conducive to attracting, retaining and motivating top-quality employees at all levels;
- Oversee the development and implementation of all Human Resource policies including terms and conditions of employment, compensation, reward, training and development, performance assessment, leadership, talent development and succession planning of management and overall staff of the BPOSACCOS;

Risk Management

- Ensure the establishment, monitoring and maintenance of appropriate risk policies and management processes to provide effective internal control of operations'
- Identify, to the extent possible, all significant risks to BPOSACCOS and ensure the establishment, where appropriate of procedures to mitigate the impact of the risks.

Stakeholder Engagement

- To issue notices of the General and Board meeting and prepare all papers, accounts and reports for such meeting and records minutes of such meeting;
- Ensure effective systems of communication so that all stakeholders and employees understand the BPOSACCOS strategic objectives and are able to contribute effectively to their achievement. Monitors and evaluates performance of staff.

Qualifications and Experience:

- Bachelor Degree in Finance, HR, Business Administration/ Commerce or any business related Degree post qualification experience;

- A Post-graduate degree in operational management or business administration or related will be an added advantage.
- Senior managerial level experience with a least 15 years' experience working at a senior level within organizations that have portfolios that may include financial institution, Cooperative Development and Societies;

Key Competency Requirements:

- Strategic Focus/ Orientation • Organization and Coordination skills • Leadership skills (coaching, people management and Conflict management) • Integrity and Discretion • Initiative/ Proactive • Entrepreneurship • Analytical skills / Problem solving • Resilience/ Tenacity • Interpersonal skills • Communication and Influence • High level of commercial and financial acumen
- Relationships Management Experience: Working with main board and executive committee level leaders External Stakeholder Management.

Personal Attributes

Strategic Thinking • Team Leadership • Critical Thinking and Innovation • Interpersonal Relations • Communications, Influence and Impact • Decisive and Assertive • Negotiation Skills

Salary: BPOSACCOS offers competitive salary commensurate to your qualifications and experience.

APPLICATIONS

Applicants should quote the reference number of this vacancy circular and give the following details;

- Full names, address, date and place of birth as well as a brief summary of career (CV);
- Certified copies of Academic and Professional Certificates and National Identity Card (Omang); and
- At least two (2) recent referees.
- Date of first, present post, salary scale and date of appointment thereto.

Applications should be addressed to:-
The Manager
BPOSACCOS
P.O BOX 1682AAD Poso House
Gaborone

or hand delivered to BPOSACCOS Office; Plot 50667, Fairgrounds,
Block B Ground Floor
For more information, contact:
Mr Kagiso Mogapaesi, Tel 3972048 or Ms. Kgomotso Nkomba, Tel: 71542124

CLOSING DATE: 20th June 2023
ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED