



Statistics Botswana is a Parastatal Organisation established under the Statistics Act of 2009.

The role of Statistics Botswana is multi – faceted and, as the pre – eminent agency responsible for the development and management of official statistics, its duties include but are not limited to:-

The collection, processing, analysing, publishing and dissemination of official statistics in areas such as, commercial and industrial activities, agriculture, social, economic, environmental, energy, communications and household conditions.

Statistics Botswana is now seeking to recruit highly motivated, innovated, and experienced professional to fill the following position;

REF NO: 2/2017 - MANAGER-AGRICULTURE AND ENVIROMENT STATISTICS

MAIN PURPOSE OF THE JOB

- Plan, implement and guide the statistical work program of Agriculture and Environment Division
- Guide and supervise the analysis and production of Agriculture and Environment statistics reports
- Provide reliable, timely, relevant and independent statistical service within the subject matter area to stakeholders in accordance with the Statistics Act and international standards
- Create a proper work environment for the team, and manage its resources for achieving its goals

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

Leadership on statistical operations in Agriculture and Environment Statistics

- Guide the design, execution, analysis and reporting of statistics in the Agriculture and Environment statistics division, and ascertain data integrity and reliability
- Participate in relevant Committees, internal cross-functional and/or reference committees within and outside the organisation as required, including;
 - National Statistical System (NSS) Committees to consult with data users on their needs
- Act as the reference expert person for Senior Statisticians within the division, and provide expert advice on Agriculture and Environment statistics and data.

Management and service delivery

- Prepare the Divisional operating budgets for the Department
- Develop, review and ensure implementation of the divisions annual work plans
- Participate in the preparation and review of Statistics Botswana's Strategic Plan
- Align the division's operations with the overall mission, vision and values of Statistics Botswana

QUALIFICATIONS:

- At least a Post graduate Degree in Agricultural Economics / Environmental Informatics / Environmental Science with Statistics or
- At least a Post graduate Degree in Statistics with Agricultural Economics/ Environmental Informatics / Environmental Science with Statistics or any other equivalent/relevant qualification acceptable to Statistics Botswana

WORK EXPERIENCE

At least 5 years post qualification practical and progressive experience of working in a statistical or related agency, with expertise in analysing Agriculture & Environment data, including 3 years managerial experience

REQUIRED COMPETENCIES

- Proven experience in the compilation of Agricultural or Environment statistics and report writing
- Proven knowledge of analysis of Environmental indicators as per the United Nations Framework for the Development of Environmental Statistics (UNFDES)
- Ability to formulate new strategies and technical approaches with respect to the processing, management and dissemination of Agriculture and Environment statistics
- Knowledge of economic statistics principles and practices
- Knowledge of Statistical packages such as SPSS, CPro, IMPS or STATA,
- Good interpersonal and communication skills to provide managerial leadership

REF 3/2017- NETWORK AND DATABASE ADMINISTRATOR

MAIN PURPOSE OF THE JOB

- Responsible for the installation, upgrading and maintenance of Statistics Botswana's computer systems and servers
- Ensure tight and stringent security features of all IT related systems

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

Network Administration

- Oversee the installation and configuration, and support Statistics Botswana's local area network (LAN), wide area network (WAN), and Internet system
- Identify system and network requirements based on user needs
- Recommend purchase of ICT hardware and equipment, manage installation, maintain asset register, and implement strict inventory control measures to protect secure stationery
- Recommend, design and implement hardware and operating system software to support the technology requirements of Statistics Botswana
- Diagnose hardware, software and system failures, and undertake procedures to restore operations and replace defective components

Database Administration

- Work with end users and developers to establish users' needs (data processing and information management requirements) and create and maintain the database accordingly
- Ensure that storage, archiving, back-up and recovery procedures are in place and thoroughly documented and tested and implemented correctly
- Manage the development, testing and production databases and liaise with IT service providers as and when required

QUALIFICATIONS:

- At least a Bachelor's Degree in a computer-related field (computer science, information science, or management information systems) from a recognised institution or any other equivalent qualification acceptable to Statistics Botswana
- Professional certification relevant for network and systems administration

WORK EXPERIENCE

- At least 5 years of progressive work experience in IT
- Experience in systems design and administration, and network administration in multi-user environment

REQUIRED COMPETENCIES

Technical competencies

- Knowledge of operating systems and network protocols, programming language; systems and network architecture and design

Other competencies

- Creativity, innovation, flexibility and analytical thinking
- Results oriented and performance driven
- Decisiveness and assertiveness
- Communication, influence, impact and relationship building
- Service oriented and client focus
- Teamwork and interpersonal skills

REF 4/2017- LEGAL SERVICES & BOARD SECRETARY

MAIN PURPOSE OF THE JOB

- Delivery of Organisation's legal obligations and Board secretarial services to promote good corporate governance and administration of Board's affair
- The position reports directly to the statistician General.

Legal Issues

- Ensure that governance rules, regulations, procedures, code of conduct and relevant state laws are complied with.
- Develop, maintain and update contracts for the procurement of goods, works and services and represents Statistics Botswana in relevant contracts negotiations.
- Develop and ensure that Statistics Botswana complies with its Memorandum of Agreements and Articles of Associations and drafting and incorporating amendments in accordance with correct procedures.
- Keep up to date with relevant legal, statutory and regulatory requirements.
- Provide impartial legal advice and support to the Board and management of Statistics Botswana.
- Provide legal advice to safeguard and protect the rights and interest of Statistics Botswana.
- Keep Statistics Botswana informed of corporate legal responsibilities.
- Assist the Statistician General and all Directors in legal matters pertaining to Statistics Botswana, including affairs of labour disputes, property management, insurance, criminal and civil proceedings.
- Render professional legal advice to the Statistician General for any proposed legal action to be initiated and/or defend the interests of the Statistics Botswana.
- Prepare legal briefs for the initiation of legal action.
- Advise the Board Members in corporate and legal affairs.
- Train, mentor Staff on legal services relevant to Statistics Botswana.
- Ensure that Board Committees are properly constituted and provided with clear Terms of Reference.
- Serve as Secretary during periodic and special meetings of the Board and Committees of Statistics Botswana and ensures that all meetings are minuted.
- Ensure swift implementation of the decisions of the Board and Committees.

Management and service delivery

- Develop, review and ensure implementation of the relevant policy and strategy for the conduct of the Organisation mandate.
- Provide input into strategic plans and policies development.
- Participate as a member of the Executive Management Team and of key corporate organs such as the Statistics Botswana Tender Committee, Pension Fund and Training and Development Committee.
- Coordinate submission of timely replies to parliamentary questions.
- Undertake any other duties as may be delegated by the Statistician General or Board.

Board Secretary Issues

- Ensure compliance with established procedures for the conduct of Board meetings.

QUALIFICATIONS:

- At least a post graduate degree in Law from a recognised University.

WORK EXPERIENCE

- At least 10 years of legal experience post-qualification. These must include 4(four) years' experience as a Corporate Secretary at a managerial level.
- Experience of working in a large business organization will be an added advantage.

REQUIRED COMPETENCIES

- Good understanding and comprehension of the legal provisions enacted by Government of Botswana
- Excellent verbal and written communication skills
- Leadership skills
- Problem solving and decision making skills
- Negotiation skills
- Team building, leadership and motivation
- People management and interpersonal skills
- Planning, organising, budgeting and resource management
- Results oriented and performance driven
- Service oriented and client focus
- Creativity, innovation, flexibility and analytical thinking
- Communication, influence, impact, and relationship building
- Decisiveness and assertiveness

REMUNERATION

Statistics Botswana offers an attractive and competitive package.

CLOSING DATE: 27 November 2017

NB: Only shortlisted candidates will be contacted.

Prospective candidates meeting the above requirements should quote the reference number of the position and submit applications together with comprehensive Curriculum Vitae, certified copies of Certificates, ID and names and addresses of **two** referees to:

Statistician General
Statistics Botswana
Private Bag 0024
Gaborone

Or email to; recruitment@statsbots.org.bw

Or hand deliver to;

Statistics Botswana
Finance House
Khama Crescent
Plot 8843
Corporate Services – 4th Floor
Gaborone