



# STATISTICS BOTSWANA

Statistics Botswana is a Parastatal Organisation established under the Statistics Act by separating Central Statistics Office from the Ministry of Finance and Development Planning. 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 and not limited to;

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

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

**REF NO: 1 / 2017-DIRECTOR, CORPORATE SERVICES**

## MAIN PURPOSE OF THE JOB

- Provide overall leadership and management for the provision of organisational support functions to Statistics Botswana, through management of Human Resources and Finance
- Oversee the organisation and management of the Corporate Services divisions
- Create a proper work environment for the department and manage resources for achieving its goals
- Promote and support cross-functional exchanges and operations among divisions in the department
- Drive organisational and culture change in the department
- Ensure policies, regulations and codes of ethics are cascaded down and adhered to throughout CSD

## DUTIES & RESPONSIBILITIES

- Participate in defining, reviewing and updating Statistics Botswana's strategic directions
- Participate in the preparation of Statistics Botswana's operating plans and budgets
- Ensure that the department's vision, work environment and operations are in line with the overall mission, vision, values, strategies and goals of Statistics Botswana
- Lead the design and review of cost effective and value-driven systems, rules, regulations, standards, procedures, guidelines and instruments needed to perform the department's work, and ensure that staff are trained to use them and comply with them in the conduct of their activity
- Plan the department's activity: (a) determine priorities, (b) prepare work plan, (c) schedule work and estimate resource needs, and (d) allocate and delegate tasks whilst retaining overall accountability
- Direct management and oversight on the department's operations:
- Ensure suitability of resources for implementing its mandate
  - Senior staff recruitment, training, mentoring, motivation and appraisal
  - Ensure the department's expenditures are kept within budgets
  - Line-manage senior staff, review and quality assure their work
  - Uphold optimal resource use and high productivity/ efficiency levels
- Prepare regular progress reports for Board / Statistician General, as and when required, on all matters relating to the activities of the division
- Advise the Statistician General or Board on all matters related to corporate support services

## Leadership in corporate support services

- Oversee the manpower planning for Statistics Botswana in line with its overall strategies
- Guide the development, review and adoption of HR policies and strategies for staff recruitment, selection, development, motivation and retention
- Drive initiatives to instil the desired organisational culture among staff
- Oversee the provision of cost effective office administration services
- Ensure effective budgeting, financial planning and control, financial management and reporting in compliance with financial regulations (general accounting, accounting for project funds)

## Qualifications:

Professional qualifications i.e CPA, ACCA, CIMA, or Master of Business Administration (MBA), Master in Finance etc. or any other related fields

Additional qualifications in either Human Resources (HR) or business administration is required.

## Experience

At least ten (10) years of progressive work experience with demonstrable exposure to Human Resources (HR), Information Technology (IT) and Finance, including four (4) years of experience in a managerial position

Exposure to similar functions in a similar statistical environment would be an advantage

## REQUIRED COMPETENCIES

### Technical competencies

Knowledge of administrative and business management practices and principles  
Knowledge of policies, procedures and processes for Finance, HR and office administration  
Knowledge of national statistics office operations and processes  
Computer literate. Experience with systems and applications relevant to the specific work area

### Other competencies

Strategic planning and orientation  
Appreciation of the external operating environment  
Team building, leadership and motivation  
Results oriented and performance driven  
Service oriented and client focus  
Communication, influence and impact  
Decisiveness and assertiveness  
People management and interpersonal skills  
Creativity, innovation, flexibility and analytical thinking  
Planning, organising, budgeting and resource management

## Remuneration:

Statistics Botswana offers an attractive and competitive package.

**Closing Date:** 22<sup>nd</sup> June, 2017

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:

**cgp@info.bw**  
or  
**Call us at**  
**395 1147**

Or hand  
deliver  
to:

**CGP Consultants (Pty) Ltd**  
**Unit 103, Plot 64516**  
**Showgrounds Close**  
**Fairgrounds**  
**Gaborone**