



STATISTICS BOTSWANA

Statistics Botswana is a Parastatal Organisation established under the Statistics Act, 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 and are 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 a highly motivated, innovative, and experienced professional to fill the following position;

REF NO 1/2018 : FINANCE MANAGER

MAIN PURPOSE OF THE JOB

- Plan, direct, coordinate and supervise the provision of cost effective accounting and financial management services for Statistics Botswana.
- Maintain an integrated system of procedures and controls to ensure timely delivery of relevant financial information which is complete and accurate.
- Create a proper work environment for the team and manage resources for achieving its goals.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES:

- Participate in the preparation of Statistics Botswana's operating plans and coordinate preparation of annual budgets
- Develop, review and ensure implementation of the relevant policy and strategy for the conduct of the division's mandate
- Participate in the preparation of Statistics Botswana's operating plans and budgets
- Align the division's operations with the overall mission, vision and values of Statistics Botswana
- Ensure provision of service in line with service legal agreements
- Oversee the developments, review and implementation of cost effective and value driven systems, rules, regulations, standards, procedures, guidelines and instruments that are relevant for the conduct of the division's work; and ensure that the division's staff are informed and trained to use them
- Participate in any other Board Committees, internal cross-functional and/or reference committees within and outside the organisation as required
- Undertake any other duties as delegated by Director, the Statistician General.
- Coordinate the preparation of Statistics Botswana's annual consolidated budget (capital and recurrent), and present to Director for review and subsequent submission to the Statistician General for vetting and to Government for approval.
- Monitor consolidated expenditures with budgets, undertake budget variance analysis, and investigate budget variances with the departments

QUALIFICATIONS:

- A professional qualification e.g., ACCA/CIMA or equivalent Degree in Accounting and finance from a recognised institution or any other related field

WORK EXPERIENCE

At least 5 years of progressive work experience in financial management of which 3 years should be at a managerial position.

REQUIRED COMPETENCIES

Technical Competencies

- Knowledge of national statistics office operations and processes.
- Knowledge of financial planning, budgeting and management principles, processes and guidelines.
- Knowledge of financial and accounting packages, principles, procedures, rules and regulations.
- Computer literate. Experience with systems and applications relevant to the specific work area.

OTHER COMPETENCIES

- 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.

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 hand delivers to;

**Statistics Botswana
Finance House
Khama Crescent
Plot 8843
Corporate Services – 4th Floor Gaborone
Closing date: 8th February 2018**