

# BOTSWANA HOUSING CORPORATION VACANCY CIRCULAR NO. 2 OF 2018



The Botswana Housing Corporation (BHC), a statutory corporation in Property Development and Estates Management business invites applicants who are suitably qualified and have relevant experience for the following positions:

## 1. MANAGER – ORGANISATIONAL EFFECTIVENESS

### Main Purpose of the job

To provide leadership in the development and execution of organizational effectiveness best practices in support of the execution of the Corporation's strategy. The role holder would be responsible for, inter alia, organisational effectiveness, workforce planning, talent management, knowledge management, job analysis and design, job evaluation, performance management as well as implementation of organizational changes.

### Minimum Requirements

- Degree in Management Services, Organisational/Industrial Psychology, Human Resource Management or other related fields.
- Post Graduate Qualification in Social Science will be an added advantage.
- Membership of relevant professional institute will be an added advantage
- Minimum of eight (8) years post qualification experience in the development and implementation of organisation systems and/or employment policies and procedures, with five (5) years at senior or supervisory level.
- Ability to work at strategic level.

## 2. SENIOR OFFICER – ORGANISATIONAL EFFECTIVENESS

### Main Purpose of the job

To contribute in the development and execution

of human resource organizational effectiveness best practices in support of the execution of the Corporation's strategy. The role holder would be responsible for, inter alia, organisational effectiveness, workforce planning, talent management and change management.

### Minimum Requirements

- Degree in Management Services, Organisational/Industrial Psychology, Human Resource Management or other related fields.
- Membership of relevant professional institute will be an added advantage
- Minimum of six (6) years post-qualification experience in the development and implementation of organisational effectiveness systems and/ or employment policies and procedures.
- Ability to work at strategic level.

## 3. ANALYST – STRATEGY, PLANNING AND POLICY x 2

### Main Purpose of the job

To analyse, measure and monitor corporate performance, change management initiatives as well as investigate policy implications on the performance of the Corporation and fulfilment of the mandate. The incumbent will be responsible for strategy management, monitoring and evaluating, identifying, evaluating and developing actionable growth and change initiatives and strategies to manage resistance during transformation for the Corporation.

### Minimum Requirements

- Degree in Strategy Management, Business Studies/Management, Economics or related fields.
- Minimum of six (6) years post qualification experience in strategy or corporate planning and policy analysis or related fields.
- Ability to work at strategic level.

## 4. SECURITY OFFICER x 3

### Main Purpose of the job

To assist management in implementing and ensuring adherence to BHC's security policies to ensure the safeguarding of the Corporation's properties, assets and people (employees, tenants and buyers). The incumbent will be responsible for supervising the guarding, patrolling and monitoring of BHC properties and premises to prevent theft, violence or infractions of rules in any capacity.

### Minimum Requirements

- Certificate/Diploma/Bachelors Degree in Security Management, Construction or related fields.
- Minimum of three (3) years post qualification experience in security, contracts management, risk management, compliance or related fields.

## 5. ANALYST – RISK AND COMPLIANCE

### Main Purpose of the job

To assist in the identification, assessment, monitoring

and communication of risks to relevant stakeholders. The incumbent will be responsible for coordinating the analysis of business uncertainties, ensuring a common understanding of wide enterprise risk best practices and designing solutions to improve the capability of the risk function.

### Minimum Requirements

- Degree in Social Sciences such as Risk Management, Finance and Accounting, Economics, Business Studies or related fields.
- Minimum of six (6) years post qualification experience in auditing, risk management, compliance or related fields.
- Ability to work at strategic level.

**All applications with detailed Curriculum Vitae plus certified copies of certificates and references should be addressed to:**

**Director- Human Capital and Administration  
Botswana Housing Corporation  
P.O. Box 412  
GABORONE**

**Those who wish to apply via email should forward their applications to [ftapo@bhc.bw](mailto:ftapo@bhc.bw).**

**Closing date for applications is the 4<sup>th</sup> April 2018**

Please note that only shortlisted candidates will be contacted.



Botho



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