



Overview

The Botswana Trade Commission (BOTC) is a Parastatal under the Ministry of Trade and Industry Botswana (MITI) established in 2013 through an act of Parliament pursuant to Article 14 of the SACU Agreement of 2002.

The mandate of BOTC is to provide for an efficient and effective system for the administration and facilitation of international trade, to regulate the import and export of goods, to provide for the implementation of the SACU Agreement and to provide for matters incidental thereto. This is done with an aim to promote fair trade and industry competitiveness.

STRATEGY MANAGER

Responsible for the development of the Commission's strategy, mapping the direction in accordance with the law establishing the commission and the mandate thereof. Detailing the goals and developing plans to achieve them with specific monitoring and evaluating indicators.

Monitors the implementation of the plan through measurement tools on the key performance indicators

Advises on budgeting both financial and human resources to achieve the set goals

POSITION REQUIREMENTS:

Education: Bachelor's Degree in Business/Social Sciences/Economics/Strategy Management, Masters degree will have added advantage

Experience: Twelve (12) Years of experience of which two (2) should be at senior management level

JOB RESPONSIBILITIES

ACTIVITIES

- Conduct environmental analysis for the organization and annual reports
- Develop objectives for attainment of the mandate
- Develop performance indicators to facilitate measurement of outputs and outcomes
- Coordinate preparation of reports and interpret performance on reports and value for money on the resources used
- Prepare performance report for CEO to present to the Board and shareholder
- Identify areas of improvement and recommend strategic activities to ensure success
- Facilitates Development of initiatives and monitor their implementation



MEASURES

- % Achievement of Strategic Objectives
- Milestone Completion Rate
- % Alignment to Organizational Goals
- % Cost Savings
- Budget Utilization
- Turnaround Time
- Process Improvement Rate
- % Performance Improvement
- Employee Engagement
- Customer Satisfaction Index

KNOWLEDGE, SKILLS AND BEHAVIOURS (COMPETENCIES)

- Learning on the fly
- Analytical
- Report writing
- Coordination and team building
- Resilience
- Interpersonal
- Communication

Candidates are required to submit **ONLY application letters and CVs.**

Application Address:

Chief Executive Officer
Botswana Trade Commission
Private Bag 3 AAD
Gaborone

Submission Deadline: 7th February 2025

Submission Email: recruitment@botc.org.bw

- **Hand-delivered applications will NOT be accepted.**

