



Vacancies

ADVERTISEMENT

BOU is looking for highly motivated, strategically minded and solution driven individuals who have the ability to work in a multicultural environment with a track record of experience in their areas of specialisation for the following positions:

1. Facilities Manager

Main Purpose of the Job

Oversees construction, maintenance, renovation, facilities and capital projects by coordinating with internal University employees, private contractors and other stakeholders to ensure a safe and conducive high quality teaching and learning environment.

Key Performance Areas

- Directs the formulation and implementation of effective strategies for providing and maintaining adequate facilities to support University operations in line with the long term strategic agenda and applicable policies.
- Coordinates the planning and implementation of capital projects to ensure efficient and cost effective project management.
- Oversees the development of an integrated business plan for the utilisation of University facilities for income generation activities in line with University strategies.
- Manages the daily operations of the Facilities section by coordinating construction and building maintenance projects, inspecting facilities for compliance with health and safety standards and providing resource inputs to ensure an environment suited to attaining the highest standards of academic excellence.
- Oversees the identification of opportunities for cost management by applying best practices for energy efficiency, waste management and environmental stewardship to promote the reputation of the University.
- Conducts regular visits to inspect buildings and facilities for security, fire and accident hazards to ensure timely action and compliance with statutory and University requirements.

Qualifications & Experience

- Degree in Engineering, project management or related field. Business management qualification an added advantage.
- At least 7 years post qualification experience in facilities management or building maintenance.

Competencies

- Strong knowledge of facilities maintenance
- Strong project management skills
- Solid knowledge of health, safety and security requirements
- Exceptional communication skills
- Good leadership skills
- Business or commercial orientation

2. Librarian × 3

Main Purpose of the Job

Oversees and implements day-to-day library operations at a Regional Centre to deliver quality service to support learners, staff, schools and the community in accordance with the Library & Information Services policies and standards.

Key Performance Areas

- Ensures that clients are provided with quality service, including user orientation, circulation, reference, interlibrary loan services and utilisation of electronic resources to ensure that the University achieves its mission.
- Investigates and plans for library requirements based on user needs to provide relevant and effective information services.
- Participates in the planning and management of library programmes and services to increase completion rate of students by ensuring the availability of various library services.
- Plan the provision of induction of students to support learning and research by performing, developing and maintaining various literary materials to facilitate instruction and learning.
- Implement publicity and marketing activities designed to raise awareness of Library and Resource Centre services to maximise access to library facilities, learning resources and support of programmes.
- Respond to customer needs by promptly addressing queries to ensure client-friendly access to library resources.

Qualifications & Experience

- Degree in Library and Information Services.
- At least 5 years' experience in a Library and Resource Centre environment, preferably in an academic library.

Competencies

- Library supervisory skills
- Customers service training
- Knowledge of online library resources
- Effective analytical skills, problem solving and decision making ability
- Computerized library environment
- Research skills
- General IT skills

3. Assessment & Examinations Officer × 3

Main Purpose of the Job

Coordinates the planning and implementation of examinations in a Regional Office by overseeing the scheduling, timetabling, invigilation and administration of examinations to ensure efficiency and effectiveness. Ensures that assessment data and records are maintained accurately for the University to achieve its strategic goals

Qualifications, Experience & Competencies

- Degree in Education or a degree with Post graduate Diploma in Education.
- At least 5 years teaching experience, 3 years of marking experience at Tertiary and experience as a Senior Examiner.
- Practical experience in administration and management of tertiary examinations is essential.



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Key Performance Areas

- Coordinates the conduct of examinations in a Regional Office by working with different sections within the Regional Centre as well as the Headquarters to ensure that examinations are effectively scheduled.
- Manages continuous assessment cycles and ensures accurate record keeping.
- Manages the computerised examination scheduling system for efficient examination implementation in the Region.
- Collects data and prepares activities for the Region's examination scheduling system by preparing, coding and verifying requirements to ensure problem-free examinations.
- Notifies learners eligible to write examinations, including confirmations of inclusion or withdrawals in accordance with University standards to ensure the smooth conduct of examinations to meet learner needs.
- Disseminates examination information for the University and partner institutions to staff and students to ensure the intergration of effort to guarantee examination success.

4. Internal Auditor

Main Purpose of the Job

Carries out audit in accordance with the University policies and programmes to ensure that the University develops strong systems of governance to ensure high levels of compliance with University statutes.

Qualifications & Experience

- Degree in Accounting or equivalent qualification.
- Part qualified in CIA or ACCA or CIMA or equivalent.
- 5 years in a computerised auditing or accounting environment

Key Performance Areas

- Carries out auditing activities by assessing system designs, accounting records and internal controls to ensure they adequately protect the university from risks and promote high levels of accountability and good governance.
- Assists in drafting audit reports reflecting independent and objective facts and recommendations for improvement drawn from findings of field assignment to ensure the University achieves its mission.
- Works with managers of different functions to improve internal control systems to proactively manage risk and improve operational efficiency and effectiveness to advance the mission of the University.
- Assists the Internal Audit Manager to make presentations of findings and recommendations on the operations audited to the University management to ensure timely interventions to effect system improvements.
- Carries out special audit assignment as directed by the Audit Committee or Management to ensure timely advice on appropriate interventions for strengthening the University's risk management capability.
- Responds to queries by undertaking fact-finding inspections in accordance with the University standards to ensure timely risk prevention and/or mitigation.

Competencies

- Knowledge of auditing principles.
- High level of credibility and integrity.
- Ability to gather, analyse and evaluate facts.
- Ability to prepare and present written reports.

- Excellent interpersonal and communication skills.

5. Print Technical Assistant

Main Purpose of the Job

Responsible for preparing, operating and maintaining the printing machines and related equipment in accordance with operational specifications to ensure efficient and effective production.

Key Performance Areas

- Inspect and examine printed products for print quality, colour accuracy, conformance to specifications and spot external defects to ensure quality service delivery.
- Operates printing machine according to operating instructions to ensure efficiency.
- Examines production schedules to determine details such as printing quantities, time requirements, stock specifications, colours and other details to ensure effective planning and implementation to meet deadlines.
- Monitor the functioning of printing machine for defects or other deficiencies to ensure timely repair, maintenance and servicing in accordance with specifications.
- Maintain records to publications produced, supplies used, production costs and machine repair and maintenance activities to ensure accurate accounting and accountability.
- Ensure compliance with health and safety specifications in the use of printing machines and chemicals to ensure the highest standards of wellbeing of stakeholders.

Qualifications & Experience

- BGCSE
- Technical training in printing press operation at Certificate level
- Diploma in Printing an added advantage
- IT literacy, including confidence in the use of desktop applications, (e.g. MS Word, Excel, Power Point)
- One year experience in publishing production environment

Competencies

- Adherence to health and safety standards
- Customer service orientation
- Good communication and interpersonal skills

BOU offers attractive salaries commensurate with qualifications and experience.

Interested persons who meet the above stated requirements should send or hand deliver their applications together with copies of their Curriculum Vitae, relevant certified copies of certificates, certified copies of Omang (ID) and two recent references to:

Director, Human Resources
Botswana Open University
Private Bag BO 187
Gaborone
Tel: 3646049

Closing date: 11th May 2018