

WE'RE HIRING



Botswana Open
University

Inspire, Tomorrow, Today

The mandate of the Botswana Open University (BOU) is to make education accessible to all Batswana, especially out-of-school youth and adults, using open and distance learning (ODL) methods. This means providing flexible learning environments that cater to diverse needs and preferences, allowing individuals to study at their own pace and convenience. The university's mission is to offer quality education, research, and community engagement through ODL solutions. Botswana Open University (BOU) requires a suitably qualified and duty conscious person for the positions detailed below

1. DIRECTOR- LIBRARY & INFORMATION SERVICES

Main Purpose of the Job

Responsible for senior level decision making, day to day management and strategic direction for the efficient delivery of library services and resources to meet the information and documentation needs of the University and all stakeholders in accordance with professional ethics, library policies and procedures.

Key Performance Areas

- Oversee, lead and be accountable for research, development, review and implementation of library strategy, policy, plan, processes, procedures, guidelines and systems, and ensure that these are in line with international best practices ODL model
- Exercise a quality assurance function over the full life cycle of library resource management.
- Oversee acquisition, organization, and management of digital and print collections to meet the needs of remote learners and researchers.
- Ensure effective integration of library services within the university's learning management system and other e-learning platforms.
- Promote and support open educational resources (OER), open science, and digital scholarship initiatives.
- Establish partnerships with local, regional, and international library networks and consortia.

Qualifications, Experience

- At least a Master's in Library and Information Science or a related field from a recognised institution.
- PhD will be an added advantage.
- At least 10 years of progressive experience in academic libraries, with 5 years in a senior leadership role.
- Proven experience in digital library management and support for distance or online learning environments.
- Knowledge of open access publishing, institutional repositories, and scholarly communication.
- Strong leadership, communication, and organizational skills.
- Demonstrated ability to lead change and innovation in library services.
- Experience in a higher education institution with a strong distance learning mandate.
- Familiarity with emerging technologies in library science (e.g., AI, metadata standards, discovery systems).

2. DIRECTOR- CORPORATE RELATIONS & MARKETING

Main Purpose of the Job

Responsible for senior level decision making, day to day management and strategic direction in the areas of communication, marketing, branding, as well as public, media and other stakeholder relations, with the view to promote the organisation, its image and visibility, develop the BOU brand name and ensure public awareness of BOU.

Key Performance Areas

- Oversee the formulation, review and implementation of communication policies, strategies, plans, rules,

regulations, systems, processes, procedures, standards and guidelines in order to ensure achievement of BOU goals and objectives.

- Ensure that there is an appropriate machinery and processes to maximise consultation and communication across all levels of the University.
- Act as BOU's representative and chief spokesperson with the media and other key external audiences, as directed by the Vice Chancellor
- Ensure prominence of information about BOU in local and international media.
- Research trends in areas pertaining to the department's specialised functions, benchmark and promote awareness and application of best practices within the department and across BOU.
- Oversee and monitor the realisation of own department's Key Results Areas and staff performance, and make decisions on measures to improve staff and department performance.

Qualifications, Experience

- At least a Masters in Corporate Communications/ Marketing/Mass Communications/Public Relations or related fields from a recognised institution.
- Membership of a recognised institute of public relations.
- Media relations, design and production of print materials and publications, design of communication strategy, policy and programme etc.
- Proficient in the use of IT software/applications relevant to the position
- At least 10 years of communication work experience, including a minimum of 5 years in a management position.

Competencies for the Director positions

- Communication
- Conflict management
- Decision-making
- Interpersonal
- Leadership to achieve bottom-line results and inspired performances
- Mentoring / coaching
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical, problem-solving
- Strategic planning and execution
- Commitment to diversity, equity, inclusion, and outreach to underserved communities

3. MANAGER- FACILITIES

Main Purpose of the Job

To oversee planning, development and management of the University Infrastructure including buildings and associated systems as well as management of grounds and utilities to ensure a safe and conducive environment for teaching and learning.

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 in the region where the university has facilities to ensure efficient and cost effective project management.
- Oversees the development of integrated business plan for the utilisation of university facilities for income generation activities in line with university strategies.
- Manages the daily operation 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 inspection of university buildings and facilities for security, fire and accident hazards to ensure timely action and compliance with statutory and university requirements

Qualifications, Experience

- Bachelor's Degree in Estate Management/Project Management/Facilities Management/Construction Management/Engineering/Building Services or a related field.
- At least 7 years post qualification experience in facilities management or building maintenance.
- Registration with an Engineering Regulatory or any other relevant professional body.

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

BOU offers a competitive salary package for qualified/competent candidates.

Interested persons who meet the above stated requirements should e-mail their applications together with copies of their Curriculum Vitae, relevant certified copies of certificates and two recent references to recruitment@staff.bou.ac.bw

Applications should be addressed to:
Director, Human Resources
Botswana Open University
Private Bag B0 187, Gaborone
Tel: 3646024/29

NB: Only Short-listed Candidates shall be responded to.

Closing Date: 18th July 2025