



EXTERNAL ADVERTISEMENT

1. EXECUTIVE ASSISTANT

JOB SUMMARY/PURPOSE

Reporting to the CEO, the Executive Assistant will manage office of the CEO through the provision of secretarial and administrative support services in order to enhance efficiency and project a positive image of the office; to act as the interface between the CEO and internal and external clients.

MINIMUM QUALIFICATIONS, SKILLS AND KNOWLEDGE

- A Higher National Diploma in Secretarial Studies, Business Administration or related degree
- 8 years post qualification as a Personal Assistant in a computerized office environment
- Experiential knowledge of business information and computerized office practices and procedures

KEY PERFORMANCE AREAS

- Personal assistance
- Customer reception and channeling
- Execution and delivery
- Document management
- Applications: Microsoft office suite

COMPETENCIES

- Results-driven mindset
- Strong communication skills
- Presentation and facilitation skills
- Excellent statistical analysis skills
- Leadership and people skills
- Integrity and trust
- Accountability

REMUNERATION

BGI offers a competitive remuneration package that is commensurate with the position.

HOW TO APPLY

Address applications to:
The Chief Executive Officer
Botswana Geoscience Institute
Private Bag 14
Khama 1 Avenue, Plot 11566
Lobatse.

Or recruitment@bgi.org.bw

CLOSING DATE: 12th April 2024