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## EXTERNAL ADVERTISEMENT NO. 1 OF 2022

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### POSITION: RISK AND STRATEGY OFFICER

**BGI was enacted under the Botswana Geoscience Institute Act 2014 to undertake research in the field of Geosciences and providing specialized geoscientific services, being the custodian of geoscience information; promoting the search for, and exploration of any mineral in Botswana, and to act as an advisory body in respect of geosciences and geohazards.**

#### 1. JOB SUMMARY:

- i. To assist in managing the overall BGI Strategy planning, execution and monitoring and embed enterprise-risk management in core processes of BGI, facilitating achievement of the Corporate Strategy.
- ii. To assist in facilitation of project management activities for successful implementation of strategic initiatives and supports successful execution of BGI projects and programs.
- iii. To assist in administrative aspects of corporate governance.

#### 2. QUALIFICATIONS, SKILLS AND KNOWLEDGE

- i. A Bachelor's Degree in Strategy Management/Business Management (Administration).
- ii. Experiential knowledge in Strategy Management
- iii. Knowledge in Risk Management
- iv. Knowledge in Project Management
- v. Knowledge in QA/QC processes

#### 3. EXPERIENCE

5 years post qualification experience in strategy risk and project management.

#### 4. KEY PERFORMANCE AREAS

- i. Strategy management (planning and monitoring)
- ii. Risk management
- iii. Project management

#### 5. JOB COMPETENCIES

- i. Technical expertise
- ii. Execution and delivery
- iii. Strong communication skills
- iv. Presentation and facilitation skills
- v. Excellent statistical analysis skills
- vi. Business acumen
- vii. Diagnostic and trouble-shooting skills
- viii. Managing Complexity
- ix. Team work and partnering

#### 6. REMUNERATION

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

#### HOW TO APPLY

Candidates are requested to Send application letter, CV, certified copies of certificates and two (2) recent reference letters to; [recruitment@bgi.org.bw](mailto:recruitment@bgi.org.bw) not later the 30 June 2022.