

WE ARE HIRING



The Bank of Botswana invites applications from suitably qualified and self-driven citizens of Botswana to fill the following vacancy: **Head, Information Management**

HEAD, INFORMATION MANAGEMENT

(a) Main Purpose of the Job

Plans, develops, delivers and conserves the Bank's information and knowledge management requirements; and coordinate all policies strategies, procedures, manuals, and plans relating to information and knowledge management initiatives of the Bank.

(b) Job Requirements

Master's degree in Knowledge Management, Library and Information Studies, Museum Studies, Publishing, Records and Archives Management; ICT and related disciplines and at least 8 (eight) years relevant post qualification experience. Out of the eight (8), at least three (3) years should have been served at middle management in a medium to large scale organisation **OR** Bachelor's degree in Knowledge Management, Library Studies, Information Studies, Museum Studies, Records and Archives Management, ICT and related disciplines and at least 10 (ten) years relevant post qualification experience. Out of the ten (10), at least three (3) years should have been served at middle management in a medium to large scale organisation.

(c) Duties

- Develops and implements the Information and Knowledge Management technology infrastructure strategy, policies and processes to ensure that the Bank's records management system, museum and knowledge center are properly organised and well-maintained.
- Maintains high professional standards and conventions for Bank information platforms.
- Provides effective information surveillance and communications, including internal dissemination of relevant market and general information.
- Maintains proactive engagement with Bank staff and key stakeholders to ensure effective management of the Bank's information and knowledge management activities.
- Develops relevant policies, procedures, guidelines and strategies for the Division.
- Serves as an information hub for receipt, delivery and re-transmission of information to internal and external Bank audience.
- Guides and advises on all aspects of information, museum and knowledge management related protocols.

(d) Competencies

- Advanced knowledge of the Data Protection Act, 2018
- Knowledge of data processing operations
- Data privacy
- Data analytics
- Information security management
- Risk Management
- Policy Development

REMUNERATION

The Bank of Botswana offers commensurate package equivalent to market pay.

- Candidates who meet the above criteria should submit their applications to recruitment@bob.bw by **22 September 2024**.
- Correspondence will only be entered into with shortlisted candidates only.



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