

WE ARE HIRING



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

SECRETARY

(a) Main Purpose of the Job

To provide an effective and efficient secretarial service, office management and administrative services on behalf to the Department/Division team members.

(b) Job Requirements

COSC / BGCSE and a National Diploma in Secretarial Studies.

(c) Duties

- Efficient office management
- Effective and rapid response to support calls
- Effective document management
- Administrative support
- Guest relations
- Procurement and logistical support

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.



Gaborone Headquarters

17938, Khama Crescent, Gaborone, Botswana
Private Bag 154, Gaborone, Botswana

Tel: (267) 360 6000