



VACANCIES

Applications are invited from suitably qualified citizens of Botswana to fill the following positions in the Bank.

1. **Systems Analyst**

(a) **Main Purpose of the Job:**

To undertake and supervise the installation, operation and maintenance of the Bank's physical and electronic security systems network.

(b) **Job Requirements:**

Bachelor's Degree in Electrical Engineering, Telecommunications Systems or Computer Science plus two years post qualification work experience.

OR

A Technical Diploma in Electrical, Electronic or Telecommunication Engineering with at least four years post qualification work experience in related field like electronic/electrical systems maintenance e.g. CCTV camera systems, access control systems, fire detection systems, X-Rays, radio communication systems, etc.

(c) **Required Skills and Competencies:**

Initiative;
Excellent communication skills (verbal and written), especially report writing;
Results focus and performance driven;
Good customer service and interpersonal skills;
Leadership and people management;
Planning and organising;
Integrity and trustworthiness; and
Problem solving and decision making skills.

2. **Internal Auditor (Information Systems and Projects)**

(a) **Main Purpose of the Job:**

To conduct internal audit, reviews of risks and controls and undertake inspections in accordance with approved audit programmes and special investigations to ensure compliance with the Bank's Information Technology, Computer Systems and Projects Management, accounting and business policies, procedures and practices in order to

safeguard the information assets of the Bank and promote effectiveness, efficiency and economy.

(b) Job Requirements:

Bachelor's Degree in Information Systems/Computer Science/Information Technology or related field plus a recognised professional Certification in Information Systems (CISA/CISM/CISSP) or equivalent plus atleast two years post qualification experience in Computer Information Systems Audit or Information Security control. Knowledge of script writing using any script language will be an added advantage. Membership of an internationally recognised institution such as Information Systems Audit and Controls Association (ISACA), is desirable.

(c) Required Skills and Competencies:

Initiative;
Excellent communication skills (verbal and written), especially report writing;
Results focus and performance driven;
Good customer service and interpersonal skills;
Leadership and people management;
Planning and organising;
Integrity and trustworthiness; and
Problem solving and decision making skills.

REMUNERATION PACKAGE AND BENEFITS

- Attractive Salary;
- Contributory Pension Scheme;
- Various Staff Advance Schemes (e.g. Motor Vehicle and Housing Loans);
- Group Life Assurance, Group Accident, Disability and Dread Disease covers;
- Relocation Expenses, where applicable; and
- Medical Aid Scheme.

Applications, including curriculum vitae, certified copies of certificates, transcripts and at least two most recent references should be sent by August 14, 2020 to:

Director
Human Resources Department
Bank of Botswana
Private Bag 154
Gaborone

NB: The Bank will only contact shortlisted candidates.