



GET READY TO JOIN US



GENERAL COUNSEL AND BOARD SECRETARY

Botswana Railways invites suitably qualified Citizens, General Counsel and Board Secretary Experts with a proven track record to apply for the position of **General Counsel and Board Secretary** tenable at **Botswana Railways Headquarters – Mahalapye**. This is an Executive position reporting directly to the **Chief Executive Officer** and Board respectively.

Main Purpose of the Job:

To plan, organizes and manage the Corporate Legal Services and ensure efficient provision of legal and Board secretarial services. To ensure adherence to the provisions of the Botswana Railways Act, SARA Statutory Regulations and Procedures, and other relevant legislation, which includes Contract and Management and provision of guidance on areas of Corporate Governance. To protect the rights and interests of Botswana Railways.

Position Requirements:

Educational: Bachelor of Laws (LLB) Degree and Master's Degree in law (LLM) with admission at the High Court of the Republic of Botswana as a practicing Attorney. Chartered Institute of Secretaries qualification will be an added advantage.

Professional/Technical Qualification: Membership of a professional institution is desirable.

Experience: At least ten (10) years Legal Experience, through which Five (5) was served as Corporate Secretary in a large Organisation

Key Result Areas

- Records Custodian and By-law development
- Budget control and planning
- Compliance with Governance and Statutory requirements
- Provision of expert legal advice
- Legal and contract development and documentation
- Provision of Board Secretarial services
- Dispute and case resolution
- Protection of BR interest in contracts negotiations and agreements
- Staff development

Competencies

- High level of professional integrity with strong business communication and presentation
- Analytical and detailed orientated
- Organizational skills
- Pro-active and Innovative
- Assertive and decisive
- Proficient in MS Office with emphasis on word documents, Excel spread sheets and power point

Remuneration

Botswana Railways offers competitive salary and benefits.

If you meet the above requirements and believe that you can make a significant contribution to the operations of Botswana Railways and subsidiaries, please forward your applications together with your curriculum vitae, certified copies of qualifications and Omang to:

Director Human Capital
Botswana Railways
Private Bag 0052
MAHALAPYE

Tel: 4711375

Only shortlisted candidates will be responded to.

Closing date November 6, 2020