



# GET READY TO JOIN US



Botswana Railways invites fully qualified Professionals, with a good track record of accomplishment to apply for the below positions tenable at our Headquarters, in Mahalapye.

## HEAD MANAGEMENT ACCOUNTING

### Main Purpose of the Job:

The position is overly responsible for measuring, analysing and reporting financial & non-financial information to guide management and board in decision making.

### Position Requirements

#### Educational:

- A tertiary qualification; degree in Accounting, ACCA or CIMA from a recognized institution.

#### Experience:

- A minimum of 7 years management accounting experience. A valid BICA membership is required. Knowledge of MS Packages and SAP

### Key Performance Areas

- Budget control and planning
- Guide management team to deliver budgets & Forecasts
- Prepare statutory and management accounts
- Manage governance and compliance
- Ensure timely & Accurate delivery of financial Statements
- Monitor compliance to fixed asset policies
- Analyse financial information to assist business profitability and growth
- Produce month end and year end journals
- Manage capital expenditure
- Manage operational expenditure
- Ensure compliance with all financial regulations
- Lead, manage, guide and motivate a team
- Review accounting processes and practices and improve where necessary to ensure efficient financial operations
- Prepare monthly reconciliations for all accounts
- Production of relevant commercial analysis e.g. margins and pricing

### Competencies

- Accurate Self-Insight
- Business acumen
- Coaching skills
- Customer Orientation
- Decision making
- Planning and organising skills
- Results Orientation
- Team Development

## TREASURY & REVENUE ACCOUNTANT

### Main Purpose of the Job:

The position is overly responsible for managing bank accounts, maintaining financial records, performing banking operations, providing financial advice to the company, and handling cash management systems.

### Position Requirements

#### Educational:

- Bachelor of Commerce in Finance, Accounting, or a related field. Professional qualifications such as ACCA or CIMA. BICA Membership is a requirement.

#### Experience:

- Five years accounting work experience, with over two years as a Revenue and or Treasury Accountant. Knowledge of MS Packages and SysPro accounting package.

### Key Performance Areas

- Assist business in managing its treasury function
- Liquidity management for the company
- Managing foreign currency exposure to the organization
- Process foreign currency payment
- Conduct scenarios and risk analysis
- Forecast medium and long-term funding and hedging requirement
- Managing daily cash and debt facilities reporting
- Interest rate risk management and prepare management reports
- Develop risk mitigation strategies including foreign exchange risk strategies
- Support month-end process when needed
- Monitor and forecast cash balance cash flow needed at banks
- Provide fluctuation analysis of monthly bank fees
- Assist in monthly financial close with cash, customer accounts, and payment related expense
- Interbank transfer request to ensure timely funding

### Competencies

- Accurate Self-Insight
- Business acumen
- Coaching skills
- Customer Orientation
- Decision making

- Planning and organising skills
- Results Orientation
- Team Development

## TAX SPECIALIST

### Main Purpose of the Job:

The role is to ensure compliance by ensuring Botswana Railways meets all tax obligations by preparing and submitting tax returns, tax computations and any other necessary forms.

### Position Requirements

#### Educational:

- Bachelor of Commerce in Finance, Accounting, or a related field. Professional qualifications such as ACCA or CIMA. BICA Membership is a requirement.

#### Experience:

- Five years accounting work experience, with over two years as a Revenue and or Treasury Accountant. Knowledge of MS Packages and SysPro accounting package.

### Key Performance Areas

- preparing and submitting compliance (tax) returns by the deadline
- researching, analysing and interpreting changing tax legislation in Botswana and overseas
- working with tax law and revenue provisions
- liaising and negotiating with BURS behalf of the Botswana Railways.
- creating tax strategies for Botswana Railways and planning their financial futures
- carrying out detailed computations to calculate tax liability and advising on how to minimize Botswana Railway's liability.
- providing guidance on indirect taxation issues such as VAT.
- producing tax reports for Botswana Railways.

### Competencies

- Accurate Self-Insight
- Business acumen
- Coaching skills
- Customer Orientation
- Decision making
- Planning and organising skills
- Results Orientation
- Team Development

## SPECIALIST - BUSINESS DEVELOPMENT

### Main Purpose of the Job:

The position is overly responsible for Evaluating business processes, anticipating requirements, uncovering areas for improvement, developing and implementing logistics solutions. Leading ongoing reviews of business processes and developing optimization strategies.

### Position Requirements

#### Educational:

- Bachelor's degree in business or related field or an MBA.

#### Experience:

- A minimum of 5 years of experience in business analysis or a related field. Knowledge of MS Packages

### Key Performance Areas

- Creating a detailed business analysis, outlining challenges, opportunities and solutions for the business.
- Identifying cost reductions and adding value to product offerings to increase sales revenue.
- Evaluating and improving marketing and sales strategies, identifying new business opportunities and develop marketing strategies.
- Analyzing consumer behavior to meet product demand and preferences.
- Conducting market research & Performing competitor analysis towards an increased market share.
- Produce high quality business performance management reports for high level decision making.
- Conduct in-depth market research on Botswana Railways logistics services, market requirements and maintain a model of the future logistics business for planning and decision-making purposes.
- Conduct market intelligence to drive product innovation.
- Develop business cases for all strategic projects for expansion.
- Managing Business Development projects, developing and monitoring project plans.
- Leading ongoing reviews of business processes and developing optimization strategies.
- Staying up to date on the latest process and rail logistics advancements to automate and modernize systems.

### Competencies

- Accurate Self-Insight
- Business acumen
- Coaching skills

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- Customer Orientation
- Decision making
- Planning and organising skills
- Results Orientation
- Team Development

## SPECIALIST- ADMIN OFFICER TO CEO

### Main Purpose of the Job:

To organise and manage the Chief Executive Officer's Office and activities and to ensure the efficient provision of secretarial and administration services to the Chief Executive Officer. Supervises and directs the work of Executive Secretaries and Secretaries.

### Position Requirements

#### Educational:

- Degree in Business Administration or Equivalent

#### Experience:

- A minimum of 3 years of experience as an Executive Secretary in a large corporation. Knowledge of MS Packages

### Key Performance Areas

- Provides services of a go-between the Chief Executive and stakeholders
- Maintains utmost confidential information, personal files and policy files for the Chief Executive Officer.
- Provides assistance on administrative arrangements for meetings of the Board.
- Assists the CEO in the timely management of communications including written, telephone, email and voicemail.
- Makes visa applications for CEO and travelling party as and when required.
- Creates and maintains the appropriate registry, filing system and confidential files and retrieves documents/files timeously when needed.
- Provides secretarial services to the Executive Management meeting advising on proceeding matters that requires resolution.
- Compose and edit letters, documents, emails, proposals and ensure follow up with those that require answers, responses and written replies.
- Prepares briefing notes for and provides additional information to the Chief Executive as necessary.
- Maintains a calendar of appointments and scheduled meetings.
- Keeps record of level of consumable stock and replenishes accordingly.
- Prepares payment vouchers the purchasing any required activities and documents for the office of the CEO.
- Arranges meetings for the Chief Executive Officer and ensures that all documents and necessary requirements available for the meeting.
- Maintains Chief Executive Officer 's office and makes appointments, travel arrangements, accommodation bookings and prepares required documents
- Receives and records telephone messages, welcomes Chief Executive Officer's visitors and establishes nature and priority of requirements of unexpected visitors and makes appointments as appropriate;

### Competencies

- Managing Information
- Quality;
- Results Oriented
- Interpersonal Skills
- Communication Skills
- Attention to Detail
- Accuracy
- Written Communication Skills
- Computer Literacy
- Time Management Skills
- Team Player
- Planning and Organization Skills.

## MANAGER CARGO & PORT SERVICES

### Main Purpose of the Job

The role is overly responsibly for oversight of the development, implementation and growth logistical services related to shipments and cargo. The role works collaboratively across departments and locations to develop, align and implement Rail logistic services to improve rail efficiencies, customer satisfaction and the company's bottom-line.

### Position Requirements:

#### Educational:

A bachelor's degree in logistics Management or business.

#### Experience:

- A minimum of 5 years of experience in logistics, production scheduling is desired. Experience in Rail logistics would be an added advantage. Knowledge of MS Packages and.

### Key Performance Areas

- To lead a team which manages the operations of BR dry Ports
- Drives the Botswana Railways Parcels' service mandate.
- Builds strong relationships with key internal, external customers & authorities to achieve key targets and Deadlines
- Manages resources, implements standards, and successfully leads negotiations with equipment suppliers, Local/Regional Logistics companies and other Railway Administrators to optimize efficiencies.
- Ensures compliance with rail logistical regulations

- Drives continuous improvement by identifying ways to streamline processes, reduce waste, enhance safety, customer service, and cost savings.
- Establishes relationships with all railway administrators to enable problem solving related to logistics' delays
- Analyzes root cause on cost, identifies impacting actions and drives the implementation of cost saving initiatives across the team
- Increases customer satisfaction by improving the operational & commercial work and communication standards on service delivery

### Competencies

- Accurate Self-Insight
- Business acumen
- Coaching skills
- Customer Orientation
- Decision making
- Planning and organising skills
- Results Orientation
- Team Development

## HEAD SECURITY

### Main Purpose of the Job

Direct an organization's security functions, including physical security and safety of employees, facilities, and assets. The security manager is primarily responsible for overseeing the company security and safety functions for employees and customers. You will be responsible for strategic planning, organizing, communications and interface with management, employees and law enforcement. Position includes supervising of security team members and assistance with scheduling and personnel issues.

### Position Requirements

#### Educational:

- A Degree in Security Management or equivalent professional Certification CPP and CSMP

#### Experience:

- A minimum of 5 years security management experience. Experience in reporting and emergency response planning. Proficiency with security equipment software and equipment (e.g. CCTV). Knowledge of MS Packages.

### Key Performance Areas

- Develop and implement security policies, protocols and procedures
- Control budgets for security operations and monitor expenses
- Recruit, train and supervise security officers and guards
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarms
- Review reports on incidents and breaches
- Investigate and resolve issues
- Create reports for management on security status
- Analyze data to form proposals for improvements (e.g. implementation of new technology)
- Thorough knowledge of security threats and the available protective systems.
- Conducts weekly inspections of security lighting, door access systems, fire alarms and all secure entrances and doors within the building.
- Able to work night and weekend shifts as necessary.
- Create and conduct safety and security training sessions for employees.
- Proven ability to communicate effectively in speech and writing with members of management, law enforcement, customers, employees and government agencies as required.
- Initiate and perform security investigations throughout company building, and accurately report findings to management.

### Competencies

- Accurate Self-Insight
- Business acumen
- Coaching skills
- Customer Orientation
- Decision making
- Planning and organising skills
- Results Orientation
- Team Development

## SPECIALIST- COORDINATOR RECORDS MANAGEMENT

### Main Purpose of the Job

A Records Management, Coordinator is responsible for regulating and monitoring Records Management (RM) Program for consistent classification, retention, indexing, disposition, and application management.

### Position Requirements

#### Educational:

- A bachelor's degree in Records/Information Management from a recognized institution

#### Experience:

- A minimum of 3 years of experience in records or Information management field. Experience with Electronic records management is essential. Knowledge of MS Packages

### Key Performance Areas



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- Participate and contribute to the automation component of Records Management for imaging while maintain classification plans and site tables for RM application
- Establish, maintain, support and enforce records and information management standards and monitor for conformance on all strategic projects for all mediums
- Maintain and review file data periodically to ensure integrity of data and that the application is functioning effectively and efficiently
- Perform special projects which may include: auditing processes, file verifications, operation reports, producing reports and other output
- Evaluate workflow of business unit information infrastructure to identify areas of improvement and provide gap analysis of current processes
- Enforce standard electronic filename conventions through the use of Record Management application
- Manage, develop and control security access to repositories
- Receive, analyze, verify and process active files within the Information Records Centers and process inactive record transfers to offsite storage provider
- Develop reports to identify and control the timely destruction of obsolete and eligible records for approval
- Maintain and revise documentation for procedures and classification deliverables by obtaining input from team members and the business. Address problems and issues concerning files eligible for destruction or files that do not have a retention period associated to the file
- Ensure the use and maintenance of our Records Management application through various business units for its compliance of use Customer service and user training requirements
- Manage day-to-day activities from file operations to systems management across the business unit with reporting team and liaise with Head Admin & Services to obtain consistent standards for RM Program.

#### Competencies

- Accurate Self-Insight
- Business acumen
- Coaching skills
- Customer Orientation
- Decision making
- Planning and organising skills
- Results Orientation
- Team Development

## SPECIALIST- RECORDS & OFFICE ASSETS MANAGEMENT

#### Main Purpose of the Job

This position is overtly responsible for planning, researching, developing, implementing, and maintaining a comprehensive libraries and records information management system. The position is tasked with storing, tracking, and managing records for a company. Specific duties can include. Workers in this position may also be responsible for

#### Position Requirements

##### Educational:

- A bachelor's degree in Records/Information Management from a recognized institution

##### Experience:

- A minimum of 3 years of experience in records or Information management field. Experience with Electronic records management is essential. Knowledge of MS Packages

#### Key Performance Areas

- Scanning, organizing, and maintaining documents according to a predetermined retention schedule
- Participate and contribute to the automation component of Records Management for imaging while maintain classification plans and site tables for RM application
- Maintain, support and enforce records and information management standards and monitor for conformance on all strategic projects for all mediums
- Fulfilling record retrieval requests and assisting with file migrations, and performing audits to ensure accuracy
- Maintain and review file data periodically to ensure integrity of data and that the application is functioning effectively and efficiently
- Perform special projects which may include: auditing processes, file verifications, operation reports, producing reports and other output
- Enforce standard electronic filename conversions using Record Management application
- Control security access to repositories
- Receive, analyze, verify and process active files within the Information Records Centers and process inactive record transfers to offsite storage provider
- Address problems and issues concerning files eligible for destruction or files that do not have a retention period associated to the file

#### Competencies

- Accurate Self-Insight
- Business acumen
- Coaching skills
- Customer Orientation
- Decision making
- Planning and organising skills
- Results Orientation
- Team Development

## SPECIALIST- BUSINESS INTELLIGENCE & INNOVATION

#### Main Purpose of the Job

Business Intelligence & Innovation Specialist is responsible for managing data retrieval and analysis within an organization. The position works with business leaders & BI consumers to identify reporting and analytical requirements, independently developing business requirements documents as well as technical functional specification & develop powerBI reports & dashboards to meet business requirements

#### Position Requirements:

##### Educational:

- Bachelor's degree in business administration, Enterprise management, Industrial engineering, Management / Cost accounting or other relevant degree. Post graduate qualification (advantageous). Certificate in project management / innovation management .Certificate in Agile, Lean or Six Sigma methodologies.

##### Experience:

- A minimum of 5 years of experience in business analysis or a related field. Knowledge of MS Packages

#### Key Performance Areas

- Innovation and strategic portfolio management
- Establish and maintain a systemic innovation management process to ensure best value for money strategic project identification and funding
- Administer and maintain the organization project portfolio management process
- Coordinate the compilation and completion of appropriate business cases and feasibility studies for all service or infrastructure expansions to be financed by BR operations or through the BR group budget.
- Analytics and Benchmarking:
- Analyze long-term market trends for the purpose of providing recommendations to leadership and management across the group in regard to business development opportunities, inclusive of acquisition and disposal strategies.
- Coordinating and or taking responsibility for the development of the BR operations business intelligence architecture (in collaboration with suitable external expertise)
- Coordinating the implementation and integration of business intelligence software capability in BR operations
- Responsible for monthly integrated business intelligence reporting (in collaboration with management accountant)
- Take responsibility for behaving in accordance with the BR Operations values and code of conduct
- Take ownership of quarterly performance agreement with the line manager
- Support the line manager with administrative and or professional support as may be required from time to time
- Ensure all relevant business processes are modelled mapped and communicated

#### Competencies

- Accurate Self-Insight
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- Coaching skills
- Customer Orientation
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#### Remuneration

Botswana Railways offers competitive salary and benefits.

Interested candidates who meet the above requirements with the ability to make a significant contribution to the operations of Botswana Railways, may forward their applications together with their curriculum vitae, certified copies of qualifications and at least three references of position in authority to [recruitment@botrail.bw](mailto:recruitment@botrail.bw) or send to: -

Director Corporate Services

Telephone: 4711375

Botswana Railways

Private Bag 0052

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Closing date: December 10, 2021

Only shortlisted candidates will be responded to.