



# JOB ADVERTISEMENT

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### *Transformation! Change! Technology!*

We are looking to recruit talented, innovative, dynamic and highly motivated individuals to fill in the following vacancies.

## 1. Human Resources Business Partner - Readvertisement

**REPORTS TO:** Head of HR Business Partnering

### **OBJECTIVES OF THE JOB**

- To act as a consultant for company management on all issues related to human resources.
- To work with BTC General Managers and Heads of Department to identify and resolve human resources issues within the BTC human resources policy framework.
- To act as a single point of contact between Divisional and Departmental Managers and the Human Resources Department, ensuring effective delivery of HR services.
- Use relevant metrics and measures to routinely monitor and report on progress against targets and take appropriate managerial action to ensure targets are met or exceeded.
- Assist Line Managers with recruitment, training, performance management, grievance and disciplinary case management.

### **QUALIFICATION**

- Degree in Human Resources Management or equivalent qualification.

### **EXPERIENCE**

- Five (5) years' experience in human resources management.
- Membership of a relevant professional association (e.g. CIPD) will be an added advantage

### **LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP**

- Certified Inside Sales Professional (CISP).
- Membership of a relevant professional association will be an added advantage.

## 2. Data Protection & Security Governance Manager

**REPORTS TO:** Head of Security Services

### **OBJECTIVES OF THE JOB**

- To ensure Governance, Risk & Compliance (GRC) for information security, information privacy, cybersecurity, physical security, and information technology in BTC.
- Develop and maintain governance, risk and compliance frameworks, policies, and procedures for information security, information privacy, cybersecurity, physical security, and information technology in BTC.

- Act as the main point of contact for BTC employees and all Data Subjects on matters of data protection.
- Inform and provide secure expert advice to all Risk and Data Protection Champions, as may have been defined and delegated as per BTC relevant Policy, Charters, Procedures.
- Ensure that annual Maturity Reviews are conducted on the BTC information security, information privacy, cybersecurity, physical security, and IT governance. Ensure that training and awareness is available and delivered to all members of staff involved in the processing of Personal Information, and different stakeholders in collaboration with training and development team and stakeholder relations team.

### **QUALIFICATION**

- Bachelor's degree in Information Security, Computer Science, Cyber Security, Information Technology or a related field.
- Master's degree in a related field is an added advantage.

### **EXPERIENCE**

- (Five) 5 years of experience in information technology management, security management, risk management, or GRC.
- Experience in Governance, Risk and Compliance within a corporate environment.
- Knowledge of industry standards and regulation such as ITU-T, SOX, ISAE33402/SSAE, PCI/DSS, ISO 37000, ISO 31000, ISO 27000, NIST CSF and ENISA Telecom standards.

### **LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP**

- Security Management certifications such as Certified Information Privacy Manager (CIPM), Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), Certified Protection Professional (CPP) or a related will be an added advantage.
- Governance, Risk and Compliance certifications such as Certified Governance Risk and Compliance (CGRC), Certified in Governance of Enterprise IT (CGEIT), Certified Information Systems Auditor (CISA), Certified Risk and Information Systems Control (CRISC), or COBIT 2019 or a related will be an added advantage.

If you fit the bill, kindly send your application, latest CV and certified copies of certificates and Identity document (OMANG) to [recruitment@btc.bw](mailto:recruitment@btc.bw) or log into our website to apply: [www.btc.bw](http://www.btc.bw). Kindly state the position that you are applying for as the subject.

**CLOSING DATE: 20<sup>th</sup> September 2024**

*N.B: Kindly note that BTC will not receive hand delivered applications.*

**Applications should be addressed to:**

General Manager - Support Services & Human Resources  
Botswana Telecommunications Corporation  
P.O Box 700 Gaborone  
Botswana