



JOB ADVERTISEMENT

Live connected.

Transformation! Change! Technology!

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

1. Human Capital Business Partner

REPORTS TO: Chief Human Capital Officer
OBJECTIVES OF THE JOB

- Serve as a strategic partner to senior leadership in shaping and executing people strategies aligned with BTC's goals.
- Enhance workforce effectiveness through business-aligned HR solutions and data-informed insights.
- Drive organizational development, change, and a high-performance culture across BTC.
- Champion talent, engagement, and transformation initiatives that build workforce capacity.

QUALIFICATION

- Degree in Human Resources Management or equivalent qualification.
- Master's Degree will be an added advantage.

EXPERIENCE

- Minimum 7 years of professional experience in HR, with at least 2 years in a strategic HRBP role.
- 2 years of supervisory experience.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Membership of a professional HR association will be an added advantage.
- HR certification (e.g., HRBP, CIPD, SHRM) will be an added advantage.

2. Statutory Financial Accounting & Reporting Manager

REPORTS TO: Head of Financial Reporting Planning and Analysis
OBJECTIVES OF THE JOB

- Provide professional input into the development of finance policies that enhance shareholder value.
- Manage BTC's statutory financial accounting and reporting to ensure compliance, transparency, and operational efficiency.
- Lead the statutory financial accounting and reporting team in alignment with corporate goals and performance metrics.
- Ensure timely preparation of statutory financial statements and manage the annual external audit process.
- Ensure compliance with all relevant financial standards, conventions, and accounting policies.
- Utilise appropriate metrics to monitor performance and implement corrective action as needed.

QUALIFICATION

- Degree in Financial Accounting, Business Administration, or equivalent qualification.
- Full professional accounting qualification (e.g. ACCA, CIMA, CA).

EXPERIENCE

- Minimum of 6 years' professional experience in financial accounting.
- Minimum of 2 years' managerial experience in financial management within a corporate or turn around environment.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- BICA compliant.
- CIMA / ACCA qualified.
- Membership of a relevant professional association will be an added advantage.

3. Sales Inventory and Merchandise Manager

REPORTS TO: Head of Financial Accounting
OBJECTIVES OF THE JOB

- Manage sales inventory items including physical airtime vouchers, handsets, and SIM cards across all BTC sales channels.
- Oversee inventory of merchandising materials such as pens, T-shirts, keyrings, flyers, etc.
- Supervise stock levels and ensure accurate replenishment orders with suppliers.
- Monitor activation and distribution of airtime vouchers and SIM cards.
- Maintain and optimize the inventory management system for both sales and merchandising items.
- Drive compliance with regulatory and commercial standards.
- Collaborate closely with internal departments and external partners to manage inventory performance and availability.

QUALIFICATION

- Degree in Business Administration, Accounting, or equivalent.

EXPERIENCE

- Minimum 6 years' experience in sales inventory and merchandise management.
- At least 3 years' experience implementing inventory management systems.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Full Professional Accounting certification such as ACCA, CIMA, or CA.
- Membership of a recognized professional accounting or inventory management body.

4. Asset Life Cycle Manager

REPORTS TO: Head of Asset Management
OBJECTIVES OF THE JOB

- Ensure end-to-end asset lifecycle oversight, including acquisition, movement, utilisation, optimisation, and disposal of BTC assets.
- Maintain accurate and up-to-date financial records of BTC's assets to support strategic decision-making and compliance.
- Provide expert asset management advice to business units to improve value creation from asset utilisation.
- Develop and monitor policies and processes to support asset tracking, maintenance, and optimisation.
- Drive initiatives that align asset management with business priorities, efficiency, and service continuity.

QUALIFICATION

- Degree in Accounting, Business Administration, or equivalent qualification.
- Full professional accountancy qualification (e.g. ACCA, CIMA, CA).

EXPERIENCE

- Minimum 6 years' experience in asset management.
- Experience in managing large and complex asset portfolios within a telecommunications or related sector.
- Demonstrated ability to track asset performance, manage asset lifecycle processes, and implement cost-effective replacement strategies.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Professional Accountancy qualification (ACCA, CIMA, CA).
- Professional Asset Management certification will be an added advantage.
- Membership of a recognised professional body will be an added advantage.

5. Asset Accounting Manager

REPORTS TO: Head of Asset Management
OBJECTIVES OF THE JOB

- Oversee the accounting, financial reporting, and reconciliation of BTC's asset portfolio in accordance with relevant standards.
- Maintain an accurate and updated Fixed Asset Register and ensure asset accounting policies are effectively implemented.
- Coordinate asset verifications, valuations, impairments, and disposals in compliance with audit and governance requirements.
- Ensure proper capitalisation of assets and alignment with project costs, budgets, and financial statements.
- Support strategic decision-making through timely and accurate asset financial data and reporting.

QUALIFICATION

- Degree in Accounting or Finance or equivalent.
- Full professional accountancy qualification (e.g. ACCA, CIMA, CA).

EXPERIENCE

- Minimum 6 years' experience in accounting, with a focus on fixed assets and capital project accounting.
- Experience in asset accounting within telecommunications or large-scale asset-intensive sectors.
- Strong knowledge of IFRS and fixed asset accounting systems.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Professional Accountancy qualification (ACCA, CIMA, CA).
- Membership of a recognised accounting body will be an added advantage.

6. Driver

REPORTS TO: Fleet Administrator
OBJECTIVES OF THE JOB

- Safely transport BTC employees, executives and goods to designated destinations.
- Provide chauffeur services to the Chief Executive Officer and official guests when required.
- Support office operations through mail delivery and logistics.
- Conduct basic vehicle maintenance and ensure roadworthiness at all times.
- Deliver efficient and reliable service to uphold BTC's professional image.

QUALIFICATION

- O' Level or equivalent qualification.
- Valid Driver's Licence (Class B, Heavy Duty, and Forklift where applicable).

EXPERIENCE

- Minimum 2 years' driving experience.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Membership of a relevant professional body will be an added advantage.

7. Investor Relations Analyst

REPORTS TO: Investor Relations Manager
OBJECTIVES OF THE JOB

- Support the development and execution of BTC's investor relations strategy to enhance stakeholder engagement.
- Prepare investor presentations, financial releases, and briefing documents for investor meetings and roadshows.
- Conduct peer benchmarking, financial analysis, and market research to inform investor communications.
- Monitor capital market trends, analyst coverage, and investor sentiment.
- Coordinate investor queries, maintain investor databases, and ensure compliance with disclosure requirements.

QUALIFICATION

- Degree in Finance, Accounting, Economics, or related field.

EXPERIENCE

- Minimum 5 years' experience in investor relations, financial analysis, or corporate finance.
- Strong experience in financial modelling, capital markets, and stakeholder engagement.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- CFA, CPA, or similar professional qualification will be an added advantage.
- Membership in a recognized financial or investor relations body is preferred.

8. Data Protection Officer (DPO)

REPORTS TO: Company Secretary
OBJECTIVES OF THE JOB

- Ensure BTC's compliance with the Botswana Data Protection Act and related regulations.
- Serve as the company's authority on data privacy governance and best practices.
- Oversee and manage the Data Privacy Management System.
- Provide guidance on data subject rights and data breach response processes.
- Build awareness and train employees on data protection requirements.

QUALIFICATION

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

EXPERIENCE

- At least 5 years in data governance, compliance or security management.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Privacy certifications such as CIPM, CIPP or governance/risk certifications such as CISA, CRISC, CGRC.
- Membership of a relevant professional body will be an added advantage.

9. Systems Administrator

REPORTS TO: IT Infrastructure Manager
OBJECTIVES OF THE JOB

- Install, configure and maintain BTC's Windows servers and core infrastructure applications to ensure secure and reliable operations.
- Develop and enforce policies that protect systems against data breaches, downtime and ensure disaster recovery readiness.
- Plan, analyse, test and implement system upgrades or new releases while minimising service disruptions.
- Manage backup and recovery processes to ensure business continuity and compliance with IT governance.
- Monitor vendor contracts and escalate technical issues for resolution in line with service agreements.

QUALIFICATION

- Degree in Computer Science, Information Science, or equivalent.

EXPERIENCE

- Minimum of 5 years in IT system administration.
- Experience in ITIL-compliant environments and project management methodologies.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Membership of a relevant transport/logistics body will be an added advantage.

10. Data Centre Specialist

REPORTS TO: Data Centre & External Services Manager
OBJECTIVES OF THE JOB

- Maintain the Data Centre environment to mission-critical standards of performance, uptime and reliability.
- Deliver cloud infrastructure services that meet the needs of internal and external clients.
- Provide technical support and proactively identify opportunities to improve service delivery.
- Conduct inspections and enforce compliance with Data Centre best practice.
- Act as lead in incident resolution, taking ownership of troubleshooting and long-term solutions.

QUALIFICATION

- Degree in IT, Computer Science, or related field.

EXPERIENCE

- Minimum of 5 years experience in IT or Data Centre operations.
- Hands-on experience with VMware, Hyper-V, FusionSphere or similar platforms

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- CCNA, ITIL, MCSE, Unix/Linux.

11. UNIX/LINUX Administrator

REPORTS TO: IT Infrastructure Manager
OBJECTIVES OF THE JOB

- Responsible for installation, integration, support, maintenance as well as documentation of systems running Linux/Unix Operating System.
- Enforce policies and procedures for maintaining the security and integrity of the BTC Linux /Unix install base and ensure they meet high availability and disaster recovery requirements
- Collaborate and work closely with developers, security and application teams to address and resolve technical issues with server-side performance and provisioning of resources.
- Identify faults and vulnerabilities and work to remediate incidents in a timely manner.
- Perform configuration and life cycle management, track software licensing, and mitigate vulnerabilities as required
- Manage System Backups and recovery and restoration of Linux systems using relevant technologies

QUALIFICATION

- Degree in Computer Science, Software Engineering, Computer Engineering or equivalent of IT academic qualification.

EXPERIENCE

- Minimum of 5 years experience in the IT Industry
- Advanced expertise in Linux operating systems distributions e.g. RedHat Enterprise Linux, Ubuntu, SUSE, CentOS and middleware

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- ITIL, DevOps etc
- Red Hat® Certified System Administrator (RHCSA) or Oracle Certified Professional (Oracle Linux System Administrator), UNIX certification

Kindly state the position that you are applying for as the subject. If you fit the bill, kindly send your application, latest CV and certified copies of certificates and Identity document (OMANG) to: recruitment@btc.bw

CLOSING DATE: 25th November 2025

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

Applications should be addressed to:
Chief Human Capital Officer
Botswana Telecommunications Corporation
P.O Box 700 Gaborone, Botswana
Website: www.btc.bw