



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. Insurance Risk Specialist

REPORTS TO: Head of Risk Management
OBJECTIVES OF THE JOB

- Develop and implement strategies for BTC's insurance risk management framework.
- Ensure adequate and cost-effective insurance cover for all key business assets.
- Maintain and manage an insurance risk register and conduct regular reviews with Heads of Department.
- Oversee procurement, renewal, and evaluation of insurance policies and service providers.
- Investigate insurance claims, identify root causes, and recommend corrective actions to minimise future risk exposure.
- Monitor and audit compliance with insurance policies and highlight instances of non-compliance.

QUALIFICATION

- Degree in Insurance Management, Business Administration, or equivalent.
- A postgraduate qualification in Enterprise Risk Management or related field will be an added advantage.

EXPERIENCE

- Minimum 5 years' experience in insurance risk management (for degree holders).
- At least 2 years' experience in risk management within a competitive telecommunications or similar corporate environment.
- Proven experience in managing insurance portfolios, insurance claims, and engagement with insurers and brokers.

2. Accountant X2

REPORTS TO: Finance Operations Manager
OBJECTIVES OF THE JOB

- Undertake core accounting functions including asset management, accounts payable/receivable, budgeting and financial reporting.
- Coordinate internal and external audits and ensure compliance with financial standards and company policies.
- Ensure accurate processing of financial transactions and reconciliation of control accounts, bank statements and supplier records.
- Support budget management through expenditure monitoring, performance analysis, forecasting and variance reporting.
- Prepare timely monthly, quarterly and annual financial reports and strengthen internal controls through corrective actions.

QUALIFICATION

- Degree in Accounting, Business Administration or equivalent qualification.
- Full Professional Accounting qualification e.g. ACCA, CIMA or CA.

EXPERIENCE

- Minimum 5 years' professional experience in the accounting field. Accountant
- At least 2 years' experience in a corporate turnaround environment with exposure to cash accounts management.

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: 9th February 2026

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

DATA PRIVACY NOTICE

By submitting your application, you consent to the collection and processing of your personal data by BTC for the sole purpose of assessing your suitability for current or future employment opportunities. Your information will be processed lawfully, fairly, and securely. It will be accessed only by authorized personnel involved in the recruitment process and, where necessary, by approved third parties, engaged by the Company in compliance with applicable privacy and data protection laws.

CONTACT INFORMATION

If you have any questions or concerns regarding this Privacy Notice, how your personal data is handled or wish to exercise your rights, please contact the Data Protection Officer at:

Data Controller: Botswana Telecommunications Corporation
Physical Address: Khama Crescent, Plot 50350, Megaleng
Telephone Number: (+267) 395 8000 | Email Address: DPO@btc.bw