



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. REVENUE ASSURANCE ANALYST

REPORTS TO: Revenue Assurance Manager

ROLE PURPOSE

We are looking for a highly analytical and results-oriented Revenue Assurance Analyst to support the implementation of BTC's revenue assurance strategy across all revenue products. The role is responsible for identifying and preventing revenue leakages, evaluating controls across revenue assurance activities, and monitoring compliance to ensure revenue realisation for the business.

KEY RESPONSIBILITIES

- Identify revenue leakage threats through usage reconciliations, subscription reconciliations, product reviews, and system reviews
- Assist in closing revenue leakages by making recommendations, following up with stake holders, and escalating unresolved issues
- Review product pricing and tariffs, including verification of implemented tariffs and advising on pricing for new products
- Perform discount and refund audits to ensure compliance and minimise revenue losses
- Review national and international interconnect invoices, VAS invoices, and internet and leased line supplier invoices
- Assist in reducing the BTC debt book through adherence to credit policy and review of dispute ratios
- Review KPIs relating to rebates for unmet SLAs/QoS and ensure adherence to contractual obligations
- Support periodic review and update of Revenue Assurance policy documents
- Conduct Revenue Assurance awareness initiatives across BTC

MINIMUM QUALIFICATIONS

- Degree in Accounting, Information Technology, or equivalent qualification
- Basic data query skills/training will be an added advantage

EXPERIENCE

- Minimum 5 years' experience in Revenue Assurance, Fraud Management, and/or Telecommunications.
- Strong analytical and problem-solving skills
- Knowledge of telecommunications systems and revenue assurance processes
- Ability to identify trends and opportunities and execute corrective action plans

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Membership of Global Revenue Assurance Professional Association (GRAPA) will be an added advantage
- Professional Enterprise Risk Management Certification will be an added advantage
- Membership of a recognised professional association will be an added advantage
- Ability to adapt and lead change in dynamic environments

APPLICATION INSTRUCTIONS

Applicants are requested to clearly state the position applied for in the email subject line. Suitably qualified candidates who meet the requirements are invited to submit the following:

- Application letter
- Latest detailed Curriculum Vitae
- Certified copies of academic and professional certificates
- Certified copy of Identity Document (Oman)

Emailed to: recruitment@btc.bw

CLOSING DATE: 3rd June 2026

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.

2. LEGAL AND REGULATORY SERVICES MANAGER

REPORTS TO: Head of Legal & Regulatory Services

ROLE PURPOSE

We are looking for a commercially astute and experienced Legal and Regulatory Services Manager to provide legal, regulatory, and compliance support across BTC. The role is responsible for protecting the company's interests in business transactions, ensuring compliance with applicable laws and regulations, managing contracts, and maintaining the integrity of BTC's legal and regulatory framework.

KEY RESPONSIBILITIES

- Provide legal advice on contracts, disputes, and regulatory matters across the company
- Act as a liaison point between BTC and regulatory authorities
- Ensure compliance with Botswana laws, international laws, sector regulations, and competition requirements
- Develop and maintain legal, regulatory, and compliance strategies and policies
- Maintain records and provide information required by regulators and stakeholders
- Produce compliance reports and implement corrective actions for non-compliance issues
- Manage legal and compliance awareness training for employees
- Oversee licence compliance and ensure timely licence renewals
- Protect BTC's interests in business transactions, negotiations, projects, and legal matters
- Manage litigation matters and coordinate with external legal counsel
- Develop and implement standard contract templates and legal documentation processes
- Ensure protection and registration of BTC intellectual property and maintain the Intellectual Property Register
- Ensure registration and protection of BTC immovable property and maintain updated legal registers
- Monitor statutory amendments and advise the business on legal and regulatory developments

MINIMUM QUALIFICATIONS

- Law Degree
- Masters degree will be an added advantage

EXPERIENCE

- Minimum 5 years' experience in commercial law
- Minimum 2 years' managerial experience in legal regulation within a competitive telecommunications environment
- Strong knowledge of telecommunications regulation and compliance
- Excellent drafting, negotiation, analytical, and stakeholder management skills

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Admitted Legal Practitioner and member of the Law Society
- Membership of a recognised professional association will be an added advantage

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

N.B: Kindly note that BTC will not receive hand-delivered applications
Only candidates who meet the requirements and are shortlisted will be contacted.

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