



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. Reconciliation Officer

REPORTS TO: MFS Operations Manager

ROLE PURPOSE

We are looking for a detail-oriented and analytical Reconciliation Officer to support the financial integrity and operational effectiveness of BTC's Mobile Financial Services (MFS) ecosystem. The role is responsible for performing reconciliations across mobile money, digital payments, settlement accounts, and partner transactions, ensuring timely identification, investigation, and resolution of discrepancies while safeguarding revenue and maintaining customer confidence.

KEY RESPONSIBILITIES

- Perform daily, weekly, and monthly reconciliations of mobile money trust accounts, wallet transactions, payment gateway reports, bank accounts, agent commission files, merchant settlements, and fee income.
- Investigate and resolve reconciliation variances including failed deposits, unsettled transactions, duplicate postings, and uncredited transfers.
- Prepare and submit daily journal entries relating to mobile money settlements in accordance with internal controls and delegated authority.
- Manage settlement cycles, including partner settlements and agent commission payments.
- Monitor prefunding requirements and provide settlement forecasts to Treasury.
- Ensure compliance with regulatory requirements and internal financial controls.
- Maintain complete reconciliation documentation and audit trails.
- Prepare exception reports, month-end reconciliation reports, and partner performance summaries.
- Provide reports to Finance, Risk, Internal Audit, and regulatory bodies as required.
- Engage banks, payment partners, merchants, aggregators, and regulators to resolve settlement and dispute issues.
- Identify and implement opportunities to automate and improve reconciliation processes.

MINIMUM QUALIFICATIONS

- Degree in Accounting, Finance, Business, Information Technology, or a related field.
- Professional certification, such as ACCA, CIMA, CFA, or equivalent, will be an added advantage.

EXPERIENCE

- Two (2) years' experience in mobile money, fintech, banking operations, digital payments, or transaction reconciliation.
- Experience working with mobile wallet ecosystems, settlement processes, payment gateways, and switching environments.
- Experience in high-volume transaction environments.
- Strong analytical, problem-solving, and reporting skills.
- Advanced Microsoft Excel and data analysis skills will be an added advantage.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Membership of a recognized professional association will be an added advantage.

2. Cyber Security Analyst

REPORTS TO: Cyber Security Manager

OBJECTIVE OF THE POSITION

- Monitor, record, and document security events from the Security Information and Events Management (SIEM) as well as from other sources to identify security incidents.
- Manage programs and processes with a view to quickly detecting, responding to, and resolving security incidents.
- Tune and maintain security monitoring tools, including but not limited to Security Information and Events Management (SIEM) platform, regarding log sources onboarding, log parsing and interpretation, rules, alerts, reports definition, and SIEM static data management (assets, networks, etc.)
- Conduct situational awareness based on intelligence and threat information.
- Support and perform technical analysis of security threats and incidents, including malware analysis, vulnerabilities, network, and system forensic analysis.
- Contribute to the definition, implementation, and review of the information security framework, including relevant policies, processes, procedures, infrastructures, and tools.
- Designs, implements, and administers cybersecurity solutions.

MINIMUM QUALIFICATIONS

Degree in Computer Information Systems, Computer Science, Information Security or equivalent

EXPERIENCE

Five (5) years of professional experience in the field of information security
Experience in the following is an added advantage:

- Incident response and forensic, hacking techniques, intrusion detection – in depth.
- Information system management controls (projects, technology & operations).
- Information security core competencies.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP

- Security Management: Certified Information Systems Security Professional (CISSP).
- Added advantages: Technical Security Certifications, Project Management Certification.

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: 30th June 2026

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.***

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