

# VACANCY

## VACANCY ADVERT – VACANCY CIRCULAR NO 5 OF 2026

The Botswana Energy Regulatory Authority was established under the Botswana Energy Regulatory Authority Act (BERA Act, 2016) for the regulation of the energy sector in Botswana. The Authority is responsible for providing an efficient regulatory framework for the regulated sector in accordance with the Act.

The Authority invites applications from suitably qualified, experienced, and highly motivated professionals for the following position

### **PETROLEUM & GAS ENGINEER (Installation, Plant Construction)**

#### **JOB PURPOSE**

To inspect and investigate regulated business to ensure compliance with the Authority's guidelines to avoid compromising safety and quality.

#### **KEY PERFORMANCE AREAS AND ACCOUNTABILITIES**

The incumbent will be responsible for the following:

- Assesses engineering drawings to ensure that they are compliant with the codes and regulations set by the Authority and recommends authorization and licensing.
- Coordinates with Petroleum and Gas construction licensees to schedule inspections and collect data on their projects.
- Schedules inspections and investigations of Petroleum and Gas sites and/or equipment to monitor and assigns Inspector to check and enforce compliance with the previously approved drawing, regulations, and codes.
- Investigates incidents and responds to emergencies to better understand the situation, recommend solutions and corrective measure/or sanction if needed.
- Sits in the Technical Committee for the development and review of technical standards for construction of petroleum and gas infrastructure.
- Reports sites and/or equipment that are non-compliant with regulations and codes in the Petroleum and Gas sector to the Manager and recommends appropriate sanctions or/and corrective measures.
- Consolidates data and findings collected from inspections, by developing detailed reports to submit them to the Manager.
- Assesses performance of licensees and compiles reports of compliance to the key performance indicator framework.
- Keeps records of inspections made and an accurate and timely log of actions and activities undertaken, in accordance with predetermined processes and protocols, to make sure that information is correctly stored and is accessible.
- Recommends new performance and compliance assessment methods and procedures for Petroleum and Gas infrastructure incorporating new technologies and meeting changing organizational, customer, and/or regulatory requirements and in line with international standards.

- Communicates with licensees to inform them of regulations and requirements and encourage their compliance.

#### **ACADEMIC QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Mechanical/Energy Engineering, Chemical Engineering, Chemistry or related
- Minimum of five (5) years' relevant experience in a related role
- Mandatory registration with the Engineers Registration Board with a valid practising licence.

#### **REQUIRED COMPETENCIES**

- Functional/Technical Skills
- Planning and Execution
- Innovating and Initiating Change
- Delivering Quality Service
- Communicating Effectively
- Interpersonal Savvy
- Ethics, Integrity, and Trust
- Courage
- Teamwork and Partnering

#### **WORK ENVIRONMENT**

The incumbent will occasionally be exposed to hazardous and high-risk environments requiring the use of appropriate protective equipment.

#### **APPLICATIONS**

Applicants should quote the Vacancy Circular Number and provide the following:

- Application Letter
- Detailed and updated Curriculum Vitae
- Certified copy of National Identity Card (Omag)
- Certified true copies of Certificates (Academic and Professional)
- Valid practising licence from the Engineers Registration Board
- At least two (2) recent work-related referees
- Valid Driver's Licence (Class B)
- PrDP (H) will be an added advantage

#### **SALARY**

BERA offers competitive and attractive salary packages commensurate with qualifications and experience.

Interested applicants should submit their applications via email to [recruitment@bera.co.bw](mailto:recruitment@bera.co.bw), clearly indicating the position title "Petroleum & Gas Engineer (Installations, Plant, Construction)" in the subject line.

**Closing Date:** 20<sup>th</sup> March 2026

Only applicants who meet the minimum requirements as stipulated above will be responded to.

For further information, please contact the Human Resource Office at **5317516 / 5317531**.