

EXTERNAL RECRUITMENT

The Botswana Energy Regulatory Authority was established under the BERA Act, 2016 (No 13 Of 2016) for the regulation of energy sector in Botswana. The Authority is responsible for providing an efficient regulatory framework for the regulated sector in accordance with the Botswana Energy Regulatory Authority Act. The Authority wishes to attract qualified and competent employees to fill the following positions.

BOARD SECRETARY (Fixed 5 year contract) – VACANCY CIRCULAR NO. 1 OF 2023

QUALIFICATIONS

Bachelor's Degree in Law with a Masters in Business Administration as an added advantage.

WORK RELATED EXPERIENCE

Minimum of 10 years' post qualification experience in Legal, Corporate Governance or related fields, with 8 years at management level.

MAIN PURPOSE OF THE JOB

- To lead and ensure corporate governance for the effective performance of the BERA Board through ensuring compliance to statutes, conducting research, and liaison with external bodies.
- To ensure compliance, planning, organizing, coordinating, and overseeing complex administrative support activities for the Board of Directors and CEO whilst providing policy guidance and expert assistance to departments in areas of responsibility including compliance with legal requirements.

RESPONSIBILITIES

- Schedules and coordinates meetings, seminars, conferences, and training sessions for the BERA Board Members; maintains Board calendars in order to coordinate, arrange, and confirm meetings, screen meeting requests, and refer appointments to other staff, as appropriate.
- Ensures total compliance with the organizations Statutes as set out by the Ministry.
- Attends Board of Director's meetings, public hearings, and other functions, as directed by the CEO, coordinates and participates in the preparation of the Board and Board Committee meeting agendas and packets.
- Schedules requests for public input at Board meetings, record roll call votes on agenda items.
- Ensures preparation of Annual Budgets as well as subsequently preparation of monthly and quarterly management accounts with budget variances.
- Certifies resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the Board; supervises the maintenance of Board records and dissemination of all actions including minutes, resolutions, agreements.
- Drafts all decisions for the Board and its Committees within the periods that may be prescribed and/or directed by the Board, as well as may be contained in the Board 's Charter or any other guidelines.
- Advises the Board on best practices in Energy Regulation law and policy.
- Conducts all legal research required by the Board in their work, which would include but not limited to the following: Providing the best practices available and research on any development and best practices.
- Ensures compliance with the BERA Act and other Acts.
- Ensures execution/ implementation of the Board Resolutions
- Participates in the development and administration of the annual budget; participates in development of the budget for the Board of Directors.

REQUIRED COMPETENCIES

- Problem Solving
- Functional and Technical Skills
- Planning & Execution
- Analytical and Strategic Thinking
- Delivering Quality Service
- Communicating Effectively
- Ethics, Integrity and Trust
- Teamwork and Partnering

SENIOR ELECTRICAL INSPECTOR (Short term Contract - 12 months) - VACANCY CIRCULAR NUMBER 2 OF 2023

QUALIFICATIONS:

Degree in Electrical Engineering with specialised training in the energy sector.

WORK RELATED EXPERIENCE:

At least five years post qualification experience in engineering, preferably in an energy related sector with knowledge of engineering standards.

MAIN PURPOSE OF THE JOB:

To carry our routine and ad hoc inspections of energy related installations and construction projects to ensure adherence to engineering standards and regulations provided for by the Act.

RESPONSIBILITIES:

- Carries out inspections as directed and prepares technical reports on compliance with standards and regulations.
- Reviews plans and documentation and advises licence applicants on engineering and regulatory requirements.
- Makes site visits and liaises with site owners and operators on compliance with provisions of the Act and engineering standards.
- Investigates incidences of non-compliance and makes reports and recommendations.
- Works closely with SHE unit to promote SHE and environmental protection education and propagation.
- Issues necessary licences and permits in accordance with provisions of the Act and compliance orders.

TARIFF ANALYST (Short term Contract - 12 months) – VACANCY CIRCULAR NUMBER 3 OF 2023

QUALIFICATIONS:

Degree in Economics, Business or related area and specialised training in electricity pricing.

WORK RELATED EXPERIENCE:

At least 2 years relevant experience

MAIN PURPOSE OF THE JOB:

To carry out economic, financial, and statistical analysis on electricity supply and demand factors and pricing and tariff proposals to contribute to decision making.

RESPONSIBILITIES

- Seeks and gathers technical, financial, and economic information to carry out analysis to contribute to decision making relating to pricing and tariffs.
- Utilises economic, financial, and statistical models to facilitate recommendations relating to pricing and tariffs.
- Participates in discussions and negotiations relating to the calculation and evaluation of pricing and tariff proposals.
- Carries out financial and economic research as directed to review affordability and competitive pricing structures to inform decision making and the possibility of producer/end user subsidies.

PETROLEUM QUALITY INSPECTOR (Short term Contract - 12 months) – VACANCY CIRCULAR NO. 3 OF 2023

QUALIFICATIONS:

Diploma in Quality Control or related area

WORK RELATED EXPERIENCE:

At least five years' experience in quality control preferably in the petroleum industry with a knowledge of quality control tests and standards.

MAIN PURPOSE OF THE JOB:

To carry out petroleum and petroleum products quality tests to ensure compliance with quality standards and specifications.

RESPONSIBILITIES

- Carries out routine and ad hoc tests of petroleum and petroleum products across the supply, distribution and retail value chain to ensure compliance with specifications.
- Identifies potential non-compliance and recommends appropriate action.
- Uses range of test equipment and specification tables to ensure compliance.
- Compares tests results at different points in the value change to identify potential anomalies including adulteration.
- Verifies that additives meet test standards.
- Performs routine equipment calibration, verification and function checks
- Verifies and communicate results obtained

REQUIRED COMPETENCIES FOR THE SHORT TERM CONTRACT POSITIONS

- Analytical and Strategic Thinking
- Problem Solving
- Functional and Technical Skills
- Integrity and Trust
- Ethics, Integrity and Trust
- Teamwork and Partnering

SALARY

BERA offers a highly competitive remuneration package.

APPLICATIONS:

- Applicants should quote the Vacancy Circular Number and provide the following:
- Detailed and updated Curriculum Vitae
 - Certified copy of National Identity Card
 - Certified true copies of Certificates (Academic and Professional)
 - Two (2) recent work-related referees

N.B: Non-submission of the required documents will lead to disqualification.

Applications should be submitted not later than the **15th August 2023** and addressed to:

**Caretaker Chief Executive Officer,
Botswana Energy, Regulatory Authority
Private Bag 111
LOBATSE**

Or email to: recruitment@bera.co.bw

Only those who meet the minimum requirements as stipulated above will be responded to.
For further information, please contact: **The Human Resource Office at 5330932**