BOTSWANA ENERGY REGULATORY AUTHORITY

Regulating for Energy Security

VACANCY ALERT

The Botswana Energy Regulatory Authority was established under the BERA Act, 2016 (No 13 0f 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 is currently recruiting for enthusiastic and agile professionals, for the following roles:

1.LEGAL SERVICES MANAGER -BAND 4 - VACANCY CIRCULAR NO. 11 OF 2026

JOB PURPOSE

Reporting to the Head of Legal and Board Secretary, the Legal Services Manager will be responsible for managing the Authority's Legal Function, providing corporate legal services across a broad range of matters, to ensure that the organisation operates in compliance with applicable laws and regulations while minimising legal risks and protecting its interests.

KEY PERFOMANCE AREAS AND ACCOUNTABILITIES

a)Contribute to the development of the Board Secretary and Legal function strategy and develop functional plans aligned to Unit objectives, oversee the day-to-day operations, clarify performance expectations within own area of work

b)Develops and reviews policies and procedures of the Department to drive the efficient delivery of services and quality recommendations to facilitate decision making.

c)Provides legal opinion regarding legal issues arising within the authority and provides legal expert solutions with the aims to minimize risk.

d)Drafting and reviewing of legal documentation,

e)Managing litigation process and ensuring effective management of legal and contractual risks.

f)Provides guidance and direction to the Authority, to ensure proper understanding, interpretation and application of contractual obligations and compliance with applicable laws and regulations.

g)Oversees the development and preparation of Term & Conditions (T&Cs) to ensure alignment with applicable local, regional and global laws and regulations.

h)Ensures new / changed applicable local, regional and global laws and regulations are properly incorporated in the authority's contracts, T&Cs and SLAs for continuous compliance.

i)Reviews legal incidents along respective recommendations, assess the need to pursue the case to court and provides recommendations in coordination with relevant functions.

j)Represents the Authority at court hearings, tribunals or other government entities to ensure that interests are effectively safeguarded and so that it carries out its legal obligations effectively.

k)Manages relationships with external legal counsels to obtain legal support and advice as and when needed.

l)Leads and promotes a culture and practice of compliance with legal policies and procedures and ethical conduct within the Authority.

m)Monitors and reviews work to ensure delivery of quality reports, information and recommendations which will facilitate objective decision making.

n)Develops and manages the Unit's Risk Management plan.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

•Bachelor's degree in law or related disciplines. Masters' degree would be an added advantage

•Minimum of 8 years' experience in a related role, with at least 3 years at a managerial/supervisory level

•Admission to practice in the Courts of Botswana.

•Relevant certification or membership with a professional registered body will be an added advantage.

REQUIRED COMPETENCIES

•Analytical and Strategic Thinking
•Deciding and Initiating Action
•Problem Solving
•Business Acumen
•Functional/Technical Skills
•Command Skills
•Planning & Execution
•Supervision and Accountability
•Innovating and Initiating Change
•Delivering Quality Service
•Communicating Effectively
•Interpersonal Savvy
•Ethics, Integrity, and Trust
•Courage
•Coaching, developing and empowering others
•Teamwork and Partnering

2.RISK AND COMPLIANCE MANAGER - BAND 4 - VACANCY CIRCULAR NO. 12 OF 2026

JOB PURPOSE

Reporting to the Head Strategy and Risk, the Risk and Compliance Manager will serve to proactively manage the implementation of the Authority's Enterprise Risk Management, Compliance Management and Business Continuity Management frameworks, promoting a proactive risk and compliance culture, strengthening institutional governance and ensuring that organisational risks are effectively managed within the approved risk appetite.

KEY PERFOMANCE AREAS AND ACCOUNTABILITIES

a)Coordinates the development, implementation and continuous improvement of enterprise risk, compliance and business continuity policies, frameworks and procedures.

b)Oversees enterprise-wide risk identification, assessment, monitoring and reporting, ensuring alignment with the Authority's strategic objectives and approved risk appetite.

c)Promotes the integration of risk management into organisational processes and provides oversight of risk mitigation measures and internal control effectiveness.

d)Coordinates institutional compliance risk assessments, compliance monitoring programmes and the implementation of corrective actions to address non-compliance.

e)Coordinates the assessment and monitoring of fraud, AML/CFT/CPF and related financial crime risks, in accordance with applicable legal and institutional requirements.

f)Oversees the implementation and monitoring of business continuity arrangements to strengthen organisational preparedness and resilience.

g)Consolidates and reports enterprise risk exposures, compliance performance, emerging risks and material control deficiencies to management and relevant governance structures.

h)Promotes risk awareness, compliance accountability and effective engagement with internal stakeholders and assurance functions.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

•Bachelor's degree in risk management, Business Administration, Finance, Economics, Accounting, Internal Auditing, Regulatory Compliance, Engineering, Science, Law or related.

•A relevant Masters' degree would be an added advantage.

•Recognized professional certification in Risk Management (e.g. RIMS-CRMP), Business Continuity (e.g. CBCP), Compliance Management, or Quality Management (e.g. ISO Lead Auditor)

•Minimum of 8 years' experience in a related role, with a minimum of 3 years at management/supervisory level.

REQUIRED COMPETENCIES

•Analytical and Strategic Thinking
•Deciding and Initiating Action
•Problem solving
•Business Acumen
•Conflict management and resolution
•Integrity
•Planning and Execution
•Delivering Quality Service
•Communicating Effectively
•Interpersonal Savvy
•Ethics, Integrity and Trust

3.FINANCIAL ACCOUNTANT -BAND 5 - VACANCY CIRCULAR NO. 13 OF 2026

JOB PURPOSE

To compile, consolidate and analyse financial information and oversee the preparation of accounting records, financial statements, reports and related documents in compliance with applicable international policies and guidelines.

KEY PERFOMANCE AREAS AND ACCOUNTABILITIES

a)Processes payroll payments by coordinating with the HR department to ensure proper payment of compensations and salaries.

b)Monitors and analyses investments to guarantee that BERA's funds are yielding optimal returns.

c)Oversees and assists in the development of BERA's financial statements such as cash-flow statements, balance sheets, income statements, profit and loss, etc. to pinpoint areas for improvement and optimization.

d)Prepares and records asset, liability, revenue, and expenses entries by compiling and analysing account information.

e)Assists in the development of financial policies, procedures, and guidelines to ensure compliance with accounting standards and statutory requirements

f)Reviews all the transactions to make sure that they are in line with the financial guidelines and policies of BERA.

g)Initiates, coordinates, and tracks financial processes improvements and ensures the respect for financial standards and best practices.

h)Manages and monitors BERA's bank accounts to keep track of all baking activities.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

•Bachelor's degree in finance, Accounting, or related fields. Relevant professional qualification such as ACCA / CA / CIMA / CIA

•Professional Membership of a recognised accountancy institute such as ACCA / CA / CIMA / CIA .

•Minimum of 5 years' post qualification experience in accounting or related fields.

REQUIRED COMPETENCIES

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

4.INTERNAL AUDITOR -BAND 5 - VACANCY CIRCULAR NO. 14 OF 2026

JOB PURPOSE

To conduct internal audits that assess the effectiveness of risk management, internal controls and governance processes, evaluate compliance with applicable laws, policies and procedures, and recommend improvements to address identified weaknesses.

KEY PERFOMANCE AREAS AND ACCOUNTABILITIES

a)Performs audit procedures by developing assessment criteria, reviewing and analysing evidence, documenting processes, and identifying control weaknesses and audit findings.

b)Prepares clear, evidence-based audit reports with constructive and actionable recommendations to address identified risks and control weaknesses.

c)Completes assigned annual audits within agreed time-lines, assessing compliance with applicable governance and regulatory requirements.

d)Conducts compliance audits of the Authority's operations to assess adherence to established policies and procedures.

e)Assists in assessing the effectiveness of processes and controls for fraud detection and reporting, tip-offs, anti-money laundering and anti-corruption.

f)Evaluates the effectiveness of risk management procedures and recommends improvements to address identified gaps.

g)Carries out assigned audit activities in accordance with approved audit plans and scope.

h)Assesses the Authority's compliance with relevant laws and statutes and reports identified instances of non-compliance.

i)Recommends practical improvements to strengthen internal controls and governance processes.

j)Conducts periodic evaluations of internal controls and prepares reports documenting their effectiveness and identified deficiencies.

k)Conducts audit work in accordance with applicable international auditing standards and established audit methodologies.

l)Provides ad hoc advice to departments on addressing compliance gaps and strengthening controls.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

-Bachelor's degree in finance, Accounting, or related fields. Related Professional qualification such as ACCA/BICA/CIA/CIMA

-Professional Membership of a recognised professional body such as BICA/ACCA / CA / CIMA / CIA would be an added advantage.

-Minimum of 5 years' post qualification experience in audit, accounting, financial reporting and management or related field

APPLICATIONS: Applicants should provide the following:

•Detailed latest Curriculum Vitae
•Certified copy of National Identity Card (Omang)
•Certified true copies of Certificates (Academic and Professional)
•Two (2) recent work-related referees.

Interested candidates are invited to submit their application letters with CV, certified copies of certificates, and Omang/ID. Applications should be addressed to the **Chief Executive Officer**, **P. O Box 102 ABG,** Gaborone, and emailed to **recruitment@bera.co.bw** , not later than **Friday 27 November 2026.**

Email subject should be the Position title as it appears in the advertisement. Please note that only shortlisted applicants will be contacted.

For further information, please contact: **The Human Resource Office on 3161064.**

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