

VACANCY

DIRECTOR CORPORATE SERVICES – VACANCY CIRCULAR NO. 12 OF 2026

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 Botswana Energy Regulatory Authority (BERA) invites applications from accomplished professionals for the position of Director Corporate Services, a key executive role responsible for providing strategic leadership and oversight of the Authority's core corporate functions in support of its regulatory mandate.

1. DIRECTOR CORPORATE SERVICES – VACANCY CIRCULAR NO. 12 OF 2026

JOB PURPOSE

Reporting to Chief Executive Officer, the main purpose of this role is to establish and lead the strategic direction, planning, decision making and overall performance of the Corporate Services Department. Coordinating and ensuring financial management and corporate governance that is in accordance with legislation and international accounting standards. The role provides operational oversight of core corporate support, namely Finance, Information Technology, Human Resources, Communications & PR, and Procurement, to ensure the organisation operates efficiently, sustainably, and in alignment with its strategic objectives for effective service delivery standards of the Authority.

KEY PERFORMANCE AREAS AND ACCOUNTABILITIES

The incumbent will be responsible for the following:

- a. Lead, develop, and implement Corporate Services strategies, policies, and business plans aligned to the Authority's mandate.
- b. Advise the CEO, Executive Management, and Board on financial, HR, IT, procurement, and corporate policy matters.
- c. Oversee financial management, including budgeting, expenditure control, financial reporting, and compliance with statutory and international standards.
- d. Provide strategic oversight of Human Resources, including workforce planning, performance management systems, organisational development, and employee relations.
- e. Direct Information Technology services to ensure operational efficiency, data security, and effective digital systems.
- f. Initiates, develops, and recommends the adoption of Divisional strategies and business plans which will contribute to the achievement of the Authority's objectives and Mandate
- g. Ensure transparent, compliant, and value for money procurement in line with Public Procurement legislation and government empowerment regulations.
- h. Establish and maintain effective systems, shared services frameworks, and service level standards to enhance customer centric service delivery.
- i. Ensure development and reviews of policies and procedures for Finance, Human Resources Management, Information Technology, Procurement and Administration and recommends high level policies and strategies, for operational efficiency.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Finance, Human Resources, IT, Business Administration, Public Administration, or related fields.
- Master's degree in a relevant field.
- Minimum of 10 years' experience in a Shared Services role including experience in Finance, Audit, Human Resources, IT, Business Management, Public Administration and Supply Chain / Procurement, with at least 5 years management experience in any of the above disciplines.
- Relevant professional certification or Membership with a recognised professional registered body will be an added advantage.

REQUIRED COMPETENCIES

- Analytical and Strategic Thinking
- Business Acumen
- Strategic leadership and sound corporate governance
- Strong financial and risk management capability
- People and change management
- Knowledge of public sector procurement and regulatory frameworks
- Ability to drive organisational efficiency and innovation

SALARY: BERA offers competitive and attractive Salary packages.

APPLICATIONS:

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

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

SALARY:

BERA offers a competitive and attractive Salary Packages.

Applications should be addressed to the Chief Executive Officer, at P/bag 111 Lobatse or via email to recruitment@bera.co.bw clearly indicating the title of the position applied for in the subject line.

Closing Date 13th May 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**

BERA is committed to protecting applicants' personal data. Information submitted in response to this advert will be used solely for recruitment and selection purposes, handled confidentially, and accessed only by authorised persons involved in the process. Personal data will be retained only for as long as necessary in accordance with applicable data protection laws and will thereafter be securely disposed of.