

VACANCIES

VACANCY ADVERTS

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 is currently recruiting for enthusiastic and agile professionals, on a 5 -year fixed term contract for the following roles:

1. DATA PROTECTION OFFICER – VACANCY CIRCULAR NO. 1 OF 2025
2. PROCUREMENT OVERSIGHT SPECIALIST- VACANCY CIRCULAR NO. 2 OF 2025
3. FINANCE MANAGER -VACANCY CIRCULAR NO. 3 OF 2025
4. HEAD LEGAL AND BOARD SECRETARY: VACANCY CIRCULAR NO. 4 OF 2025

TO VIEW OR DOWNLOAD FULL VACANCY DETAILS VISIT:

<https://www.bera.co.bw/tenders-careers.php#careers> OR

<https://www.bera.co.bw/media.php>

Direct Link:

https://www.bera.co.bw/downloads/Careers/VACANCIES_CIRCULAR_NO._1-4_OF_2025_FINAL.pdf

APPLICATIONS:

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

- Application Letter
- 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.

SALARY:

BERA offers a competitive and attractive Salary Packages.

Interested applicants should submit their applications via email to recruitment@bera.co.bw clearly indicating the title of the position applied for in the subject line.

Closing Date 16th October 2025

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**

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DATA PROTECTION OFFICER – VACANCY CIRCULAR NO. 1 OF 2025

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DATA PROTECTION OFFICER – VACANCY CIRCULAR NO. 1 OF 2025

JOB PURPOSE

Reporting to the Chief Executive Officer, the successful candidate will provide data protection oversight including technical advice and support to the CEO and BERA ensuring that the BERA's systems, policies, processes, programmes and operations comply with the Data Protection Act.

KEY PERFORMANCE AREAS AND ACCOUNTABILITIES

The incumbent will be responsible for the following:

- a. Develop and implement BERA's data protection strategy
- b. Ensure systems policies and guidelines in compliance with the Data Protection Act
- c. Lead on the development of policies, processes and strategy, and provide regular reporting to colleagues and our Board on how BERA is achieving aims and meeting requirements
- d. Provide support and technical advice to the CEO to ensure data protection and information management activities comply with the relevant policies and legislative requirements
- e. Provide advice and guidance to ensure compliance with relevant legal and regulatory requirements
- f. Advise on data protection considerations relating to new business ventures, projects and product development.
- g. Review and ensure the appropriateness of BERA's data protection and information governance policies, procedures and guidance, across BERA
- h. Monitor developments in the law and practice relating to managing data protection
- i. Undertake data protection activities such as (but not limited to): record keeping; conducting and responding to audits (internal and external); data mapping; preparing and responding to tenders (customer and supplier); responding to data subject requests
- j. Identify and evaluate risks relating data protection, and information governance
- k. Advise and report on data and information risks to the executive leadership team, audit, risk and assurance committee and the board, as required
- l. Lead BERA in the management of data incidents, and from the investigation and analysis of the root causes of incidents
- m. Help BERA to learn from data incidents to improve systems
- n. Implement global best practice initiatives in BERA's data protection agenda
- o. Develop and maintain relationships with a range of internal and

external stakeholders to foster a culture which values and practices learning and transparency in relation to data protection

- p. Lead the development and delivery of training across BERA to ensure a positive data protection, and information governance
- q. Deliver training across all business units to staff members who are involved in data handling or processing
- r. Maintain records of all data processing activities of the company

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in computer science, Business Administration, or related fields. Masters in a relevant discipline, would be an added advantage

Minimum of 10 years' work experience in a data protection compliance related role, with at least 5 years having served at a managerial level.

REQUIRED COMPETENCIES

- Analytical and Strategic Thinking
- Deciding and Initiating Action
- Problem Solving
- Business Acumen
- Planning & Execution
- Innovating and Initiating Change
- Communicating Effectively
- Interpersonal Savvy
- Ethics, Integrity, and Trust
- Coaching, developing and empowering others
- Teamwork and Partnering

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PROCUREMENT OVERSIGHT SPECIALIST- VACANCY CIRCULAR NO. 2 OF 2025

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PROCUREMENT OVERSIGHT SPECIALIST- VACANCY CIRCULAR NO. 2 OF 2025

JOB PURPOSE

- Reporting to the Chief Executive Officer, the successful candidate will provide procurement oversight including technical advice and support to the CEO and BERA ensuring that the BERA's procurement policies, processes, programmes and operations comply with the Public Procurement Act and the Public Procurement Regulations.

KEY PERFORMANCE AREAS AND ACCOUNTABILITIES

- a. Development and implementation of BERA's procurement oversight strategy, policies and guidelines in compliance with the Public Procurement Act and the Public Procurement Regulations.
- b. Provides support and technical advice to the CEO to ensure procurement implementation that complies with the relevant policies and legislative requirements
- c. Provides principal procurement advice and support to the CEO including setting up of relevant Committees to ensure compliance with the Public Procurement Act to promote procurement transparency and good governance in BERA
- d. Conducts procurement oversight in support of the CEO to ensure that procurement implementation in BERA is done in a legal, fair, transparent and effective manner.
- e. Provides BERA with technical advice and support on procurement in line with the procurement laws and regulations.
- f. Participates in the development and monitoring of BERA's Procurement Annual Budget and Procurement Plan and ensures adherence to public procurement legislation and statutory requirements
- g. Formulates appropriate procurement monitoring systems, tools and programmes and keeps abreast with developments in procurement to offer best practice advice to BERA on all procurement issues.
- h. Monitors procurement methods and procedures in BERA in compliance with procurement laws and regulations.
- i. Conducts periodic compliance audits to ensure that BERA's procurement policies, processes, strategies, programmes, guidelines comply with the Public Procurement Act and the Public Procurement Regulations.
- j. Monitoring and control of the implementation of BERA procurement cycle including procurement pre-adjudication, adjudication and recommendations of an award, rejection, cancellation or any other related procurement activity or process to ensure that each phase of the cycle adheres to procedures and in accordance with the legislation and regulatory requirements.
- k. Develops and implements guidelines and tools for BERA's procurement oversight of the procurement processes, procedures, plans and programmes in accordance with the Public Procurement legislation and regulations
- l. Reviews procurement processes to identify risks and potential issues and recommends implementation of mitigation controls

- m. or suggests additional controls or changes to existing controls.
- m. Conducts regular procurement implementation process efficiency reviews and recommends relevant process improvements to ensure procurement transparency and effectiveness in BERA
- n. Reviews the Tender Evaluation and Award Recommendations Report in line with the procurement laws and regulations and advises BERA accordingly.
- o. Monitors adherence of procurement requests / tenders to BERAs annual procurement plans

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in supply chain management, Finance, Business Administration, or related fields. Masters in a relevant discipline would be an added advantage.
- Candidate must be Certified Professional from the Chartered Institute of Purchasing and Supply (CIPS) or equivalent. Professional Membership of the Chartered Institute of Purchasing and Supply (MCIPS), or related is essential
- Minimum of 10 years' experience in an energy related role, with at least 5 years at a managerial level.

REQUIRED COMPETENCIES

- Analytical and Strategic Thinking
- Deciding and Initiating Action
- Problem Solving
- Business Acumen
- Functional/Technical Skills
- Planning & Execution
- Supervision and Accountability
- Innovating and Initiating Change
- Delivering Quality Service
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FINANCE MANAGER -VACANCY CIRCULAR NO. 3 OF 2025

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FINANCE MANAGER -VACANCY CIRCULAR NO. 3 OF 2025

JOB PURPOSE

To provide oversight of financial management and accounting functions to ensure accuracy and compliance to international standards and statutory requirements. To oversee the preparation of the organisation's financial statements, maintaining the integrity of financial information.

KEY ACCOUNTABILITIES

- a. Leads, develops, and implements financial policies, procedures, and guidelines to ensure compliance with accounting standards and statutory requirements.
- b. Ensures compliance with internal and external controls and audit recommendations to meet the Authority's objectives and accounting standards
- c. Oversees the cash flow management of the organisation's accounts
- d. Manages and monitors the implementation of financial and accounting systems by ensuring that transactions are posted correctly, and financial reports are produced on a timely basis.
- e. Oversees financial accounts and periodic reports to ensure that they meet all the set targets.
- f. Prepares quarterly financial reports, provides the board with the main insights regarding financial performance of BERA to better inform decisions.
- g. Leads, develops, and implements accounting processes for the collection, reconciliation, and management of revenue from regulatory fees and other fees raised by BERA.
- h. Consults and advises on financial matters and sits on committees when needed.

QUALIFICATIONS

Bachelor's degree in finance, Accounting, or related fields and a master's would be an added advantage. Professional Membership of BICA, Professional Membership of a recognised accountancy institute such as ACCA / CA / CIMA / CIA would be an added advantage

EXPERIENCE

Minimum of 5 years' post professional qualification experience in Finance, Accounting, or related fields, with 3 years at management/supervisory level

COMPETENCES

- 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

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HEAD LEGAL AND BOARD SECRETARY: VACANCY CIRCULAR NO. 4 OF 2025

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HEAD LEGAL AND BOARD SECRETARY: VACANCY CIRCULAR NO. 4 OF 2025

JOB PURPOSE

To provide company secretarial and legal services to Board, CEO and Management team to protect the interests of the Authority and to ensure that the Authority adheres to legal requirements and conducts its business in accordance with a sound legal practice and framework within the confines of the Botswana Energy Regulatory Authority Act and other relevant pieces of legislation and policies. Whilst ensuring good corporate governance.

KEY ACCOUNTABILITIES

- a. Assumes the role of chief legal advisor to the CEO and Management by taking primary responsibility for ensuring that in all its activities the Authority strictly adheres to the BERA Act, all policies and other laws that have a bearing on the activities of the organisation.
- b. Provides professional legal advice in the event of any disputes arising out of contractual obligations or actions by the Authority to protect the position of the Authority including advising where necessary litigation by the Authority and the defence to action against the Authority.
- c. Maintains constantly the policies of the Authority and other regulatory instruments under review and makes recommendations for amendment which will enhance protection of the Authority and promote organisational efficiency.
- d. Drafts and/or reviews contracts entered into by the Authority with other parties for the delivery of goods and/or provision of services in order to ensure that the interests of the Authority are protected at all times.
- e. Initiates, develops, and recommends the adoption of Legal Divisional strategies and business plans which will contribute to the achievement of the Authority's objectives and mandate.
- f. Oversees the identification and potential impact assessment of new / changes in regulations and ensure the development of an appropriate response in coordination with relevant functions.
- g. Coordinates and controls expenditure from approved Legal Divisional budget and ensures compliance with financial procedures and regulations.
- h. Makes recommendations on staffing levels and recruitment if staff to meet the Legal Division's requirements for qualified and experienced staff.
- i. Develops and ensures the implementation of managerial controls, business plans, targets and work priorities to optimize the use of resources and meet the Legal Division's operational objectives.
- j. Allocates responsibilities and work to staff and provides professional guidance and assistance; monitors and reviews work to ensure delivery of quality reports, information and recommendations which will facilitate objective decision making.
- k. Attracts, coaches and manages employees in Legal Division in accordance with approved manpower plan and BERA policies.
- l. Manages the Board's diary
- m. Schedules and coordinates meetings, seminars, conferences, and training sessions for the Board Members; maintains Board calendars in order to coordinate, arrange, and confirm meetings, screen meeting requests, and refer appointments to other staff, as appropriate
- n. Ensures total compliance with the organizations Statutes as set out by the ministry
- o. 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.
- p. 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

- q. Advises the Board on best practices in Energy Regulation law and policy
- r. 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
- s. Ensures compliance with the BERA Act and other Acts.
- t. Ensures execution/ implementation of the Board Resolutions
- u. Maintain all Board records on behalf of the Board Secretary for safe keeping, archiving and retrieving
- v. Manage the orientation of new Board members and provide both administrative and logistical support to the Directors
- w. Participates in the development and administration of the annual budget; participates in development of the budget for the Board of Directors
- x. Lead the development and oversees the Departmental Risk Management plan.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Law. With a Master in Business Administration or LLM in Energy Law or Environmental law or Oil and Gas as an added advantage.
- Minimum of 10 years' post qualification experience in law and legal advisory role(s) in a Regulatory Authority (or similar environment), with 5 years at management level
- Admission to the High Courts of Botswana and a member in good standing of the Law Society of Botswana or exempted in terms of the Legal Practitioner's Act

Required Competences

- Analytical and Strategic Thinking
- Deciding and Initiating Action
- Problem Solving
- Business Acumen
- Functional/Technical Skills
- Command Skills
- Planning & Execution
- Innovating and Initiating Change
- Delivering Quality Service
- Communicating Effectively
- Ethics, Integrity and Trust
- Coaching, Developing and Empowering Others
- Teamwork and Partnering
- Supervision and Accountability
- Courage
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