



BUSINESSBOTSWANA

EXTERNAL VACANCY ADVERT

Business Botswana is looking to recruit a qualified, experienced and result oriented professional to drive delivery of Business Botswana's strategy in order to achieve the mandate.

Position:
HEAD-BUSINESS DEVELOPMENT SERVICES

Reporting to: **Chief Executive Officer**

Job purpose:

Coordinate the provision of enterprise and human resource development services to meet the needs of members Business Botswana and other business interests towards the development and growth of large and small businesses..

Responsibilities:

- Conduct training needs identification of the membership of BUSINESS BOTSWANA with the view to meeting the need
- Provide HRD and IR/HRM services
- Facilitate forums that could benefit BB members, eg. trade missions, flea markets etc
- Provide Consultancy Services
- Develop proposals on projects for enterprise growth and development and mobilise resources such projects
- Provide a one-stop shop for investor services
- Provide SMME development and shared services
- Ensure that services are provided promptly to members
- Organize events as agreed at sector meetings to promote various sector initiatives
- Liaise with all stakeholders, making appropriate and required records on relevant systems, reports, and documentation
- Forge relationships with investment/commercial teams from abroad where appropriate
- Provide after-care services to clients
- Provide an agreed template of outsourcing services to be provided on behalf of Business Botswana
- Generate a list of reputable Associate Consultants as agreed by Management
- Enhance the revenue generation capacity of BB

Competencies

- Good analytical and deductive skills;
- Good negotiating skills
- Strong communication and presentation skills;
- Stakeholder management;
- Result-orientation;
- Ability to manage complex projects and multi-tasking;
- Excellent organizational skills; and
- Good investment analytical skills

Educational Qualification:

- A master's degree in Business, Administration, Economics, or related fields. Minimum of 8 years relevant post-qualification experience, 5 of which should be at senior management level in a reputable organisation.
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Applications:

Candidates who meet the above requirements should send their applications to:

Chief Executive Officer

Business Botswana

P O BOX 432

Gaborone

Email: recruitment@bb.org.bw

CLOSING DATE: 26TH MAY 2023

Only shortlisted candidates will be contacted. Applicants who do not receive any response within 1 week from closing date should consider their applications unsuccessful.