



The Botswana Communications Regulatory Authority (BOCRA) was established through the Communications Regulatory Authority Act (CRA Act) of 2012. BOCRA is responsible for the regulation of the communications sector in Botswana, comprising telecommunications, Internet and Information and Communications Technologies (ICTs), radio communications, commercial broadcasting, postal services and related matters.

The Authority seeks to appoint qualified, enthusiastic and results oriented citizen of Botswana in the following position:

Accounts Officer

1. Main Purpose of the job

To provide accounting services and processing of accounting documentation in accordance with the Authority's regulations and standard accounting practices to ensure the timely and accurate accounting for all financial transactions.

2. Key Performance Areas

- Production of monthly management information
- Treasury and cash flow management
- Reconciliation of statutory returns
- Record keeping.
- Collection and banking of revenue

3. Position Requirements

Education and Experience: Bachelor's Degree in Accounting, Finance or equivalent with two (2) years experience.

Competencies

- Customer focus
- Interpersonal skills
- Analytical skills
- Innovative & creative
- Monitoring & evaluation
- Attention to details
- Service delivery
- Technical Capabilities

4. Applications

Candidates who meet the requirements for the above-mentioned position should apply and enclose:

- Curriculum Vitae
- Certified copies of educational certificates
- Certified copy of Omang.

Applications should be sent through the link below:

<https://bocra.job.skillsmapafrica.com/Job/Index/30118>

BOCRA will respond to shortlisted candidates only.

For further information or clarification please contact the Human Resources Unit at +267 3685500.

APPLICATION CLOSING DATE & TIME: 10th May 2019