



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:

## **Assistant Accounts Officer**

### **1. Main Purpose of the job**

To carry out the daily accounting activities and processing of accounting documentation in order to ensure accurate and timely recording of financial transactions.

### **2. Key Performance Areas**

- Production of monthly management information
- Reconciliation of general ledger accounts
- Record keeping
- Collection and banking of revenue
- Customer Service

### **3. Position Requirements**

**Education and Experience:** Diploma in Accounting or equivalent. No experience required.

## **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.jb.skillsmapafrica.com/Job/Index/30316>**

**BOCRA will respond to shortlisted candidates only.**

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

**APPLICATION CLOSING DATE: 10<sup>th</sup> May 2019**