



REF NO: 7 OF 2025

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.

BOCRA invites invites highly skilled, motivated and qualified serving citizens to apply for the following positions:

Manager, Procurement Oversight

Main Purpose of the Job

To advise the Accounting Officer on procurement matters and ensure that procurement of supplies, works or services is done in accordance with the provisions of the Public Procurement Act.

Key Performance Areas

- Pre-adjudicate, adjudicate and recommend an award, rejection, cancellation or any other appropriate recommendation related to a tender to the Accounting Officer.
- Facilitate approval of tender documents by vetting, finalization and seeking approval from the Accounting Officer.
- Establish procurement policies, procedures, strategies, plans and processes.
- Keep abreast with Public Procurement Act and Regulations, international procurement policies and best practice, and ensure BOCRA policies are consistently aligned to legislation and best practice.
- Review and consolidate departmental procurement plans into a Strategic Procurement Plan and ensure alignment to Annual Plans before submitting for approval to the Accounting Officer.
- Constitute and recommend Tender Evaluation Committees to the Accounting Officer for approval.
- Facilitate preparation of tender adjudication meeting minutes and reports.
- Facilitate the process of giving successful and unsuccessful bidders feedback upon final decision by the Accounting Officer.
- Facilitate debriefing sessions for unsuccessful bidders.
- Publish tender adjudication decisions and facilitate the observation of the cooling-off period by internal and external stakeholders.
- Review and analyse tender related queries and complaints and advise the Accounting Officer on appropriate measures.

Competencies

Behavioural Skills

- Organisational (planning, organising & coordinating)
- Communication
- Results oriented
- Interpersonal and Stakeholder Management
- Attention to detail
- Analytical thinking
- Team player
- Integrity and Ethical

Technical Skills

- Public Procurement Act and Regulations
- Procurement and Supply Chain Management
- Procurement Planning
- Negotiation

Position Requirements

Education

- A Bachelor's degree in Procurement, Supply Chain, Business, Finance, or related field.
- CIPS or any professional qualification in procurement or supply chain management.

Experience

- A minimum of six (6) years' experience in procurement and/or supply chain management, three (3) of which should have been at managerial level.
- Strong knowledge and understanding of Public Procurement laws (ie, Public Procurement Act & Regulations), and international Procurement Best Practices.
- Experience in establishing procurement policies, procedures, processes and internal controls is essential.
- Management experience in procurement planning, sourcing management, vendor management and contract administration.

Manager, Finance

Main Purpose of the Job

To plan, coordinate and manage the day-to-day operational finance functions of BOCRA, UASF (Universal Access Service Fund) and CRASA (Communications Regulators' Association of Southern Africa) ensuring fiscal discipline, compliance to financial regulations and accounting standards and strategic alignment with the Authority's goals.

Key Performance Areas

1. Planning and Budgeting

- Plan, organise, and manage the organisation's budgeting process.
- Regularly review expenditures against approved budgets, including preparing variance analysis reports and offering actionable recommendations.
- Advise on budget variances to ensure alignment with financial goals.

2. Financial Reporting

- Verify that all reconciliations are completed and approved in a timely manner.
- Prepare monthly management accounts and quarterly performance reports.
- Ensure the accuracy and completeness of the trial balance for the annual financial statements audit.

3. Accounts Payable

- Conduct thorough reviews of Accounts Payable (AP) reconciliations.

- Review tax payables and facilitate accurate filing and timely submission of tax returns.

4. Receivable Management

- Review and approve Accounts Receivable (AR) reconciliations.
- Manage the debt collection process to optimise cash inflows.

5. Treasury Management

- Review cash flow forecasts to maintain financial stability.
- Monitor the management of excess funds to optimise returns.
- Oversee the preparation and accuracy of bank reconciliations.

Competencies

Behavioural Skills

- Organisational (planning, organising & coordinating)
- Analytical thinking
- Team player
- Communication
- Results oriented
- Problem Solving
- Interpersonal and Stakeholder Management
- Attention to detail

Technical Skills

- Financial planning, management, accounting and control
- Budget and forecasting
- Income statement and Balance sheet management
- IFRS/GAAP
- Investor relations
- Treasury management

Position Requirements

Education

- A recognised professional qualification, Chartered Accounting, is required (BICA, CIMA, ACCA or equivalent).
- Membership in good standing with BICA.

Experience

- A minimum of six (6) years' post qualification experience in Finance or Accounting field, three (3) of which should have been at managerial level.
- Experience in financial planning, management, budgeting, accounting, control and reporting.
- Knowledge of accounting and financial reporting standards.
- Experience in a regulatory, or communications sector will be an added advantage.

Applications

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

- Curriculum Vitae
- Certified copies of educational certificates

Applications should be sent through the link below:

<https://bocra.mcidirecthire.com/External/CurrentOpportunities>

Only shortlisted candidates will be responded to.

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

APPLICATION CLOSING DATE : 17 SEPTEMBER 2025

BOTSWANA COMMUNICATIONS
REGULATORY AUTHORITY
PLOT 50671 INDEPENDENCE AVENUE
PRIVATE BAG 00495, GABORONE, BOTSWANA
TEL: +267 3957755 FAX: +267 3957976
info@bocra.org.bw | www.bocra.org.bw

