

REF NO: 3 OF 2026

The Botswana Communications Regulatory Authority (BOCRA) was established through the Communications Regulatory Authority 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 self-starters, motivated and qualified serving citizens to apply for the following positions:

Position Title: Senior Legal Officer**Main Purpose of the Job**

To provide legal advisory on administrative and regulatory issues affecting the Authority (the Authority), the Universal Access and Service Fund Trust (UASF) and the Communication Regulators Association of Southern Africa (CRASA).

To review and draft regulations, procedures, contracts and other legal documents consistent with the provisions and objectives of the Communications Regulatory Authority Act, the UASF Deed of Trust, Trust Property Control Act, CRASA Constitution and Procedure Manual and other applicable/relevant legislation and Policies.

To provide corporate governance support services to the Board of the Authority, the UASF Board of Trustees and CRASA.

Key Performance Areas**1. Provision of legal advice/services to BOCRA Management and Departments:**

- Undertake research and provide legal advice or opinion (written and oral);
- Manage and monitor organisational compliance to ensure the Authority's compliance to own policies and statutory/regulatory requirements;
- Provision of guidance on the Authority's legal risk exposure and management;
- Oversee and manage the Authority's litigation portfolio;
- Assist in representing the Authority in legal actions where necessary.
- Provide legal advisory services for the Authority's regulatory obligations and acts as a regulatory liaison.

2. Drafting and/or review of contracts and MoUs, rulings/regulatory instruments; Research and analysis of legal documents and regulatory matters affecting the Authority:

- Draft and review contracts and Memorandums of Understanding on behalf of the Authority, UASF and CRASA;
- Participate in negotiations leading to contract/agreements;
- Undertake research and advise in review of regional and international model laws and legal documents affecting or related to the communications sector and emerging technologies;
- Undertake research and provide guidance on regulated entities dispute management processes and assists in drafting/interpreting of rulings/directives for the sector;
- Undertake research and monitor legal developments as well as technological regulatory landscapes to advise on applicability to the business of the Authority, UASF and CRASA;
- Undertake research and assist in formulation of the Authority/Botswana position for regional and international obligations and decision making for the regulates sector.

3. Support and assist in the provision of corporate governance services to the BOCRA Board of Directors and UASF Board of Trustees

- Assist in the arrangement of meetings for the UASF Trustees, BOCRA Board and the Board Committees, including the preparation of the Board meeting calendar, determination of Agenda and preparation for the meetings;
- Develop and disseminate meeting packs within set timelines;
- Assist in the recording of true and accurate record or minutes of meetings for the Board and Trustees;
- Assist with follow-up and dissemination of information for implementation of Board resolutions as well as action items.
- Assist in the maintenance of accurate files and records of the Board and Committee meetings to ensure the confidentiality, security, and integrity of the documents.

Data Protection Commitment

BOCRA collects and processes your personal data for recruitment and selection purposes, including assessing your suitability for employment, verifying qualifications and experience, and complying with applicable legal and regulatory obligations. Your information will be used solely for recruitment-related purposes and may be shared where required by law or with authorised parties involved in the recruitment process.

Read our full Privacy Notice: <https://www.bocra.org.bw/privacy-notice>

Only shortlisted candidates will be responded to.

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

APPLICATION CLOSING DATE: 20 March 2026

- Undertake research and monitor legal developments as well as corporate governance changes to advise on implementation to Board and Trustees;
- Assist in implementation of the Environment, Social and Governance (ESG) strategic initiatives of the Authority.

Competencies

- Proficiency in legal drafting
- Excellent research skills
- Analytical skills
- Interpersonal and Negotiating skills
- Attention to detail
- Supervisory Skills
- Assertive
- Results driven
- Service orientation

Position Requirements:

Education: Bachelor of Laws (LLB) degree or equivalent and admitted to practice in the High Court of Botswana.

Experience: At least 3 years' experience in one or more of the following: Administrative law, Corporate law, Communications law, technology law, Media law or civil litigation. Previous experience in a regulatory environment will be an added advantage. The candidate should be a member of the Law Society of Botswana in good standing.

Position Title: Legal Officer**Main Purpose of the Job**

To provide legal advisory services on administrative and regulatory matters to the Botswana Communications Regulatory Authority (BOCRA/the Authority) and the Universal Access and Service Fund Trust (UASF).

To review and draft regulations, procedures, contracts and other legal documents consistent with the provisions and objectives of the Authority as well as other applicable/relevant legislation and Policies.

To provide corporate governance support services to the Executive Management, the Board of Trustees of the UASF.

Key Performance Areas**1. Assist in the provision of Legal advice/services to BOCRA Management and Departments:**

- Undertake research and provide written and/or oral legal opinions to Management and departments of the Authority and advise on legal risks to inform decision making;
- Undertake awareness initiatives of relevant new and existing laws to Board, Management, and staff of the Authority;
- Coordination of legal instructions internally & externally as well as liaising with external counsel to do litigation management for suits involving the Authority and the UASF;
- Comment on notifications of disputes and complaints and render necessary advice to departments;
- Provision of support in ensuring compliance and monitoring for the Authority's regulated entities; and
- Assist in the representing the Authority in legal actions where necessary.

2. Assist in the drafting of contracts, agreements, rulings; research and analysis of legal documents and regulatory matters affecting the Authority:

- Draft or review contracts and Memorandum of Understanding (lease, licenses, service provision agreements, financial contracts, guidelines, regulations, standards);
- Participate in negotiations leading to contract/agreements;
- Review policy and legal documents affecting or related to regulatory matters;
- Work with Procurement Unit to maintain and monitor a contract management database and MoU register;
- Ensure accurate filing and records of the Legal Services Department and ensure the confidentiality, security, and integrity of legal documents.

1. Support and assist in the provision of corporate governance services to the Executive Management Committee

- Assist in the arrangement of meetings for the Executive Management Committee, scheduling meetings and determination of the Agenda;
- Develop and disseminate meeting packs within set timelines;
- Assist in the recording of true and accurate record or minutes of meetings for Executive Management Committee;
- Assist with follow up and dissemination of information for implementation of Executive Management Committee resolutions as well as action items.
- Assist in maintenance of accurate files and records of the Executive Management Committee meetings and ensure the confidentiality, security, and integrity of the documents.
- Undertake research and monitor legal developments as well as corporate governance changes to advise on implementation to Board of the Authority and UASF Trustees;
- Assist in implementation of the Environment, Social and Governance (ESG) strategic initiatives of the Authority.

Competencies:

- Analytical Skills
- Proficiency in legal drafting
- Research skills
- Interpersonal and Negotiation skills
- Team Player
- Innovative and Creative
- Monitoring and Evaluation
- Attention to details
- Service Delivery
- Technical capabilities

Position Requirements:

Education: Bachelor of Laws (LLB) degree or equivalent and admitted to practice in the High Court of Botswana.

Experience: At least 2 years' experience in one or more of the following: Administrative law, corporate law, Communications, technology law, Media law or civil litigation.

Previous experience in a regulatory environment will be an added advantage. The candidate should be a member of the Law Society of Botswana in good standing.

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>