

**REF NO: 2 OF 2025**

The Botswana Communications Regulatory Authority 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 self-starters, motivated and qualified serving citizens to apply for the following position:

**Position Title: Executive Assistant****Key Performance Areas****1. Administrative Support**

- Manage executives' calendars, schedule meetings, and coordinate appointments.
- Prepare and review correspondence, reports, and presentations.
- Organize and maintain physical and digital files and documents.
- Serve as the primary point of contact and liaising role between executives and internal/external stakeholders.

**2. Secretarial Services**

- Draft, type, and proofread letters, memos, and other official documents to ensure accuracy and professionalism.
- Attend meetings, record accurate minutes, and distribute them promptly to relevant stakeholders.
- Organize and manage schedules, send out meeting invites, and ensure all necessary resources are prepared for meetings.
- Handle incoming and outgoing communications, including emails, phone calls and direct them to appropriate personnel.

**3. Office Management**

- Ensure meeting rooms, boardrooms and guest waiting areas are prepared with refreshments for executive management guests.
- Arrange for catering services for Board and executive meetings and events.
- Oversee procurement and inventory of executive office supplies.
- Develop and implement system.

**4. Travel Arrangements**

- Create detailed travel itinerary including flights, accommodation, transportation and activities.
- Track travel expenses, prepare expense reports and ensure cost effective travel arrangements.

**5. Supervise Drivers and Outsource Cleaning**

- Develop daily and weekly cleaning schedules.
- Conduct regular inspections of office facilities to identify and address maintenance needs.
- Assign and manage drivers' schedules to ensure timely transport services.
- Oversee vehicle maintenance schedules and ensure all vehicles are in good working condition.

**Competencies**

- Communication and Interpersonal skills
- Attention to detail
- Customer Focus
- Analytical Skills
- Service Delivery
- Monitoring & Evaluation
- Technical Capabilities

**Position Requirements****Education:**

The applicant should have:

- A Diploma in Business Administration, Commerce, Marketing, Public Relations, Communications or related discipline.

**Experience:**

- At least three (3) years post qualification experience supporting executive management.

**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://bit.ly/4dqA1yx>

**Only shortlisted candidates will be responded to**

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

**APPLICATION CLOSING DATE : 28 May 2025**