

Dated: 02/09/2025

VACANCY NO. 3 OF 2025/26

The Botswana Civil Service Pensioners Association (BCSPA) is inviting applications from its committed and eligible members for the position of **Executive Secretary**. This is a senior leadership role responsible for overseeing all operations of the Association, ensuring strategic direction, operational efficiency, and member satisfaction.

EXECUTIVE SECRETARY

DUTIES AND RESPONSIBILITIES

- Lead and manage the day-to-day operations of the Association
- Develop and implement strategic plans in line with BCSPA's mission and objectives
- Oversee Human Resources functions including recruitment, performance management, and compliance
- Manage financial operations, budgeting, and reporting, preferably with exposure to Sage Pastel Accounting or similar platforms.
- Ensure transparency and accountability in all administrative and financial matters
- Represent the Association in official engagements and liaise with stakeholders
- Support the Executive Committee in governance, policy development, and execution
- Ensure the organizational growth through effective resource mobilization, innovation, and strategic partnerships.

QUALIFICATIONS & COMPETENCIES

- A Bachelor's Degree in Business Management or equivalent is required
- Additional qualifications in Business Administration, Public Management, or Accounting will be an added advantage.

PROFESSIONAL EXPERIENCE:

- Minimum of 5 years' experience in Business Management or a related administrative leadership role
- Demonstrated experience in financial management, including budgeting, reporting, and compliance
- Proficiency in general accounting practices and Sage Pastel Accounting or similar platforms.
- Experience working with member-based organizations or non-profit entities.

SKILLS & COMPETENCIES:

- Strong leadership and strategic planning abilities
- Excellent communication and interpersonal skills
- High level of integrity, professionalism, and ethical conduct
- Ability to work independently and manage multiple priorities
- Strong organizational and problem-solving skills
- Proficiency in Microsoft Office Suite and digital communication tools

ELIGIBILITY CRITERIA

- Must be a registered member of BCSPA
- Must be in good standing with no arrears in monthly subscription payments
- Demonstrated commitment to the values and objectives of the Association

TERMS OF EMPLOYMENT

- Contract duration: 24 to 36 months
- The Association will contribute 50% toward Medical Aid
- 20 days Sick leave
- Competitive remuneration package based on experience and qualifications

APPLICATIONS

Interested members should submit the following:

- A detailed Curriculum Vitae (CV)
- Certified copies of academic and professional qualifications
- At least two (2) work references
- Proof of BCSPA membership and subscription status
- Send your application to the Executive Secretary at bcspa09@gmail.com or post to P O Box 21801, Bontleng, or hand deliver to Unit 302, Plot 64516, Showground Close, Fairgrounds, Gaborone, Botswana. Telephone: 3974759. For inquiries please talk to Brendah Lebelo.

Only short listed candidates will be responded to. Closing date : 16th September, 2025



**BOTSWANA CIVIL SERVICE
PENSIONERS ASSOCIATION**

INCORPORATED IN BOTSWANA