

VACANCIES AT

BOTSWANA NATIONAL SPORTS COUNCIL

MARKETING AND COMMUNICATIONS OFFICER

1. Main Purpose of the job

To facilitate Sports Marketing and Communications activities and to ensure creation and maintenance of positive image for the BNSC as well as for sports in general. To ensure effective information flow between the BNSC and its stakeholders such as corporate sponsors, the media and the community.

2. Key Performance Areas

- ✓ Corporate branding/Identity
- ✓ Promoting Awareness
- ✓ Events Management
- ✓ Events management (Conferences, Functions or Meetings)
- ✓ Shows/Exhibitions
- ✓ Resource Management
- ✓ In house Publications

3. Qualifications

Degree in Marketing and Communications Management, Public Relations or Corporate Affairs

4. Experience

At least 3 years in the field of Marketing or Corporate Communications

5. Competencies

- ✓ Interpersonal skills
- ✓ Sales and marketing skills
- ✓ Communication skills
- ✓ Self starter
- ✓ Ability to plan and organize
- ✓ A high degree of integrity (Honesty)
- ✓ Methodical mind
- ✓ Enthusiastic
- ✓ Flexible to work after hours, on weekends and holidays
- ✓ Basic Knowledge & Passion for sports

6. Salary Range

(P140,645.00 – P180, 793.00 per annum)

7. Benefits

The Botswana National Sports Council offers a range of competitive benefits commensurate with an organization of its size.

NB: This is a three year contract renewable position

If you are interested in this job, you may tender an application, CV together with certified copies of certificates and references, supported by a motivation letter of not more than two pages (typed), clearly demonstrating your appropriateness for the position advertised.

SPORTS DEVELOPMENT OFFICER - RE BA BONA HA

The Botswana National Sports Council wishes to appoint a Sports Development Officer on a 3-year contract to be in charge of the national coordination of its Re Ba Bona Ha programme.

If you are interested in the job, you may tender an application in not more than two pages (typed), clearly demonstrating that:

- you are a Botswana citizen and you are genuinely interested in the job
- you have a fair appreciation of the Re Ba Bona Ha programme and the job at hand
- you have a minimum of a first Degree and the relevance of your degree to the job at hand
- you are computer literate, giving computer programmes that you are conversant with
- you have monitoring and evaluation skills, citing examples of where such skills have been successfully employed before and what value was derived therefrom
- you have planning and reporting skills, giving examples of where such skills have been employed before and what value was derived therefrom
- you have impact assessment skills, giving examples where such skills have been successfully employed before
- you have a strong sporting background with exposure to training and development
- you have people management skills
- you are what a sponsor would like to see associated with a programme where he or she has interests
- you have an unendorsed Driver's License
- you are a self starter, with the ability to work over weekends, during public holidays and after hours, and willing to travel the length and breadth of the country
- if appointed, you would be able to start work within a period not exceeding three months from the date of appointment.

Applications with detailed CV together with certified copies of certificates and referees must be sent to the following address on or before Friday 28th November 2008:

The HR and Administration Manager
P. O. Box 1404
GABORONE



NB: ONLY SHORTLISTED APPLICATIONS WILL BE RESPONDED TO.