



BOTSWANA ATHLETICS ASSOCIATION

EXTERNAL ADVERTS

The Botswana Athletics Association (BAA) is a sport association registered in accordance with the Societies Act, officially registered on the 31st June 1979. The Association is charged with the responsibility to encourage, promote and develop track and field athletics, road running, race walking and cross country in Botswana.

We invite suitably qualified and experienced individuals to apply for the following positions based in Gaborone.

1. MANAGER SPORT ADMINISTRATION

- 1.1. Reporting to the Chief Executive Officer, the incumbent will be responsible for leading in developing BAA Member support strategies/programmes that are aligned with the initiatives in the BAA Strategic Plans and that enhance LOC and Member governance, management and compliance.

1.2. Key Responsibilities

- 1.2.1 Contributes to the formulation of the BAA Strategic Plan and programmes for the promotion and development of Athletics as an elite sport in Botswana.
- 1.2.2 Leads the coordination, monitoring and evaluation of the BAA Strategy.
- 1.2.3 Coordinates the development of the Annual Performance Plan and Organizational Scorecard.
- 1.2.4 Monitors BAA programmes that facilitates cooperation and coordination on governance matters, while enhancing membership registration, governance (includes management, constitution, strategy, operational policies and procedures) and compliance (leadership, controls, service levels);
- 1.2.5 Facilitates the delivery of Sport Administration and Management Training programmes and leads in building capacity of Members to implement the BAA mandate.
- 1.2.6 Provides assistance and support to BAA Members in problem solving, conflict resolution, project planning and management and development and execution of stated goals and objectives.

- 1.2.7 Carries out administrative duties and responds to enquiries or requests regarding member registration, governance, management and compliance using systems and processes relevant to the Association.
- 1.2.8 Compiles and collates basic member data and creates and regularly updates a member registration database.
- 1.2.9 Provides administrative support in the delivery of Sports Administration and Management Training programmes.
- 1.2.10 Provides assistance and support to BAA Members and established Hosting Committees in problem solving, conflict resolution, project planning and management and development and execution of stated goals and objectives.
- 1.2.11 Coordinates with BAA Members and other stakeholders on administration and management issues pertaining to local and Major Games, including facilitation of accreditation of Botswana delegations;
- 1.2.12 Monitors and evaluates the impact of the implementation of Members Support Governance programmes and initiatives as required, ensuring that performance targets are attained.
- 1.2.13 Monitors and regularly review member registration, governance and member relations;
- 1.2.14 Report on member management and compliance issues and internal control deficiencies and provides recommendations for improving member support services;

1.3 Qualifications

- 1.3.1 Bachelor's degree Sport Administration, Strategy Management or equivalent qualification or equivalent tertiary qualification
- 1.3.2 A postgraduate qualification will be an added advantage

1.4 Experience

- 1.4.1 A minimum of five (5) years of relevant experience at a supervisory level.
- 1.4.2 Extensive knowledge of codes of good corporate governance would be an added advantage.

1.5 Competencies

- 1.5.1 Strategic orientation
- 1.5.2 Communication skills
- 1.5.3 Research and Innovation
- 1.5.4 Negotiation and Advocacy
- 1.5.5 Quality Results orientation
- 1.5.6 Customer Focus
- 1.5.7 Planning and organizing
- 1.5.8 Managing information

2. FINANCE AND ADMINISTRATION OFFICER

2.1 Reporting to the Manager Finance, the incumbent will be responsible to manage the finance and administration functions of BAA and desired financial targets by coordinating and supervising finance related activities, reporting on both management and financial accounts. The primary responsibilities of the position holder will be to assist in monitoring and updating asset registration, the preparation of the Association's financial statements and transactional activities ensuring efficient, accurate and timely control.

2.2 Key Responsibilities

- 2.1.1 Ensures the availability and implementation of appropriate policies, plans, procedures and standards to ensure adherence to best practice corporate governance and financial management principles;
- 2.1.2 Ensures the availability and implementation of accounting and financial internal controls and procedures to safeguard the Association's assets.
- 2.1.3 Monitors cash flow
- 2.1.4 Prepares on a monthly basis, accurate financial and management accounts, quarterly account, financial statements and draft annual accounts/reports in preparation for audit
- 2.1.5 Updates the fixed asset registers to ensure they are accurate in order to establish reliable asset valuation
- 2.1.6 Reviews accounting systems, processes and procedures to monitor effectiveness, improve security and facilitate accurate maintenance of financial records.
- 2.1.7 Ensures compliance with financial and accounting regulations, operational policies and procedures or other statutory requirements across the BAA.
- 2.1.8 Identifies, analyses and recommends optimal strategies to mitigate potential risk events and ensure that the relevant control measures are put in place.
- 2.1.9 Assists in the management of general office administration and activities including but not limited to managing contract cleaning service provider, inventory/ stock management, communication with landlord, utilities management and payment, stationary and restroom supplies and maintenance of office equipment.

3.1 Qualifications

- 3.1.1 Bachelor's degree in Accounting, Finance or equivalent qualification.
- 3.1.2 Membership of a professional body, e. g Association of Chartered Certified Accountants (ACCA) or Chartered Institute of Management Accountants, (CIMA) will be an added advantage.

3.2 Experience

- 3.2.1 Minimum of three (3) years of relevant post qualification experience.
- 3.2.2 Extensive knowledge and experience of sports finance and/or sports industry in Botswana would be an added advantage.

3.3 Competencies

- 3.3.1 Communication skills
- 3.3.2 Financial management and analysis
- 3.3.3 Quantitative skills
- 3.3.4 Report writing
- 3.3.5 Monitoring and reporting
- 3.3.6 Knowledge of tax law
- 3.3.7 Negotiation and Advocacy
- 3.3.8 Planning and organizing
- 3.3.9 Managing information

4. COMMUNICATION AND MARKETING OFFICER

- 4.1** Reporting to the Manager Marketing, the incumbent will be responsible to provide administrative and liaison services in the implementation of the BAA marketing, branding, communication and stakeholder relationship management, projects and activities that increase awareness of Botswana as a leading elite sporting nation.

4.2 Key Responsibilities

- 4.2.1 Implements communication, marketing, stakeholder and public relations strategies that promote the reputation and corporate image of the BAA including advocacy and outreach initiatives.
- 4.2.2 Assists in implementing an effective BAA internal communications strategy.
- 4.2.3 Implements the BAA advertising and media campaign to increase public awareness of the activities of the organization.
- 4.2.4 Co-ordinating the planning and event management of BAA events and the production of other internal and external BAA communications, publications and materials.
- 4.2.5 Assists in the production of the BAA newsletter, sourcing articles and images from the sources within and outside the BAA, sub-editing and proof-reading articles.
- 4.2.6 Provides daily maintenance of the BAA digital media and updates content on an ongoing basis to ensure credible and current information dissemination.
- 4.2.7 Monitors and analyses communications activities of the BAA and assessment of impact and results through collection and archiving of media articles pertaining to BAA and compiling pertinent weekly reports.
- 4.2.8 Assists in the implementation of the BAA Corporate Social Responsibility, sponsorship and event/promotional programmes.
- 4.2.9 Assists in managing the channels and content of internal and external communication to ensure effective and efficient transfer of information to staff and key stakeholders.

4.3 Qualifications

Bachelor's degree in Communication, Marketing, Media Studies, Journalism, Public Relations or any related field.

5.3 Experience

A minimum of two (2) years of relevant post qualification experience, in public relations or communications.

5.4 Competencies

- 5.4.1 Communication skills
- 5.4.2 Research and Innovation
- 5.4.3 Negotiation and Advocacy
- 5.4.4 Networking and relationship management
- 5.4.5 Quality Results orientation
- 5.4.6 Customer Focus and service delivery
- 5.4.7 Planning and organizing
- 5.4.8 Managing information
- 5.4.9 Leadership

BENEFITS AND REMUNERATION

The Botswana Athletics Association offers a competitive salary and range of benefits commensurate with an Association of its size.

APPLICATION PROCEDURE

Download and complete the ***BNSC Employment Application Form*** from the BNSC Website <https://www.bnsc.co.bw/documents/applicationform> then attach Curriculum Vitae, Certified Copies of Certificates and send to recruitment@bnsc.co.bw on or before **24th October 2025** for the attention of the Chief Executive Officer (BAA).

ONLY SHORT LISTED CANDIDATES WILL BE RESPONDED TO.

TAKE THE LEAD IN SHAPING BOTSWANA'S ATHLETICS FUTURE!