



# JOB ADVERTISEMENT

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## Transformation! Change! Technology!

Transformation and change are the key words being echoed within Botswana Telecommunications Corporation Limited (BTC) at the moment. Opportunities for employment exist within BTC for dynamic individuals with a desire to work in a fast-paced technology driven environment.

### 1. HEAD OF LEGAL SERVICES

Reporting directly to the Company Secretary. The incumbent will be required to provide professional legal affairs inputs to the creation and maintenance of a BTC corporate strategy that will deliver shareholder value, to develop policies for managing BTC's legal affairs/services and to provide professional legal services to BTC Managers within an agreed policy framework. You will be expected to manage all corporate legal counsel delivered both by BTC's internal legal experts and by external legal firms, provide operational management of all litigation cases involving BTC and to manage the legal components of all intellectual property and patenting.

The ideal candidate should have a Law Degree. You should have 9 years' experience in the commercial law sphere of which 2 years should be managerial experience in Legal regulation in a competitive telecommunications environment. Registration with the Law Society of Botswana is compulsory. A Masters' Degree and membership of a professional association will be an added advantage.

### 2. EMPLOYEE RELATIONS ADVISOR

Reporting directly to the Head of Employee Relations. The incumbent will be required to maintain high levels of employee engagement and satisfaction through the transparent and consistent application of policies, to provide advice to line managers on the management of employee relations, grievance and disciplinary cases and ensure compliance with BTC policies relating to employee relations, grievance and disciplinary codes. You will be required to collect information relating to industrial disputes, recurrent grievances and discipline issues and assists the Head of Employee Relations in developing a BTC strategy to resolve them. You will monitor trade union officials' conformance with the BTC Collective Agreement and the facilities agreement and maintain an up-to-date knowledge of the Collective Agreement and national employment and trade union legislation and ensure internal compliance.

The ideal candidate should have a Degree in Human Resources Management, or equivalent qualification supported by 5 year's post qualification experience in the field of Employee Relations of which 3 years should be experience of discipline or grievance management in a large organisation. Membership of a professional human resources management institute is an added advantage.

### 3. TRAINING DEVELOPMENT MANAGER

Reporting directly to the Head of Human Resource Services. The incumbent will be required to provide professional inputs and advice on training for the development of an HR strategy and business plan, to plan and deliver cost-effective training solutions which provide the right levels of employee skills and knowledge in response to agreed business requirements. You will be expected to coordinate the annual training plan and budget, ensuring that the training dependencies of BTC-wide initiatives are clearly defined and included, to develop a rolling training calendar that addresses the training development needs of personnel and manage induction training for new employees. The candidate will be required to manage in-house training delivery and source external training to meet agreed BTC requirements (budget, delivery, and quality).

The ideal candidate should possess a Degree in Human Resources Management or equivalent qualification supported by 6 years general experience of developing training solutions of which 2 years should be experience of training management.

Registration with BQA is a requirement. Membership of a professional association will be an added advantage

### 4. DATA INFRASTRUCTURE PLANNING ENGINEER

Reporting directly to Data Planning Manager, the incumbent will be responsible for the design and planning of data network infrastructure to meet the agreed needs of BTC and its customers and to support project teams with system rollouts, upgrades and migration activities. You will be expected to work within agreed BTC standards for quality in the development of data infrastructure. The candidate will be required to ensure that data infrastructure development is coordinated with other planning activities such as civil works, power and air conditioning.

The ideal candidate should possess a Degree in BSc/BEng in Telecommunications Engineering, IT or equivalent qualification supported by five (5) years' professional experience in the field of Telecommunications Engineering/Data Networks or equivalent. ERB compliance and membership of a relevant professional body is an added advantage (BIE, IEEE, etc).

### 5. DATA CENTRE OPERATIONS SPECIALIST

Reporting directly to the Data Centre and External Services Manager, the ideal candidate will be expected to maintain high quality service in the Data Centre and ensure high performance in the installation and maintenance of associated equipment/infrastructure to meet Customer satisfaction targets. You will be expected to provide cloud infrastructure services for both internal and external Customers and provide effective technical support and continually seek quality improvements within the Data Centre infrastructure. You will evaluate requests for work against established incident and change management policies and perform Data Centre inspections to ensure compliance with Mission Critical Data Centre best practices and apply corrective actions.

The ideal candidate should possess a Degree in IT, Computer Science or equivalent supported by 5 years' professional experience in IT or Data Centre Operations and virtualization platforms e.g. VMware, Hyper-V, Fusion Sphere, etc. Experience working in an ITIL compliant environment and membership of a relevant professional body will be an added advantage.

### 6. SYSTEMS ADMINISTRATOR

Reporting directly to IT Infrastructure Manager. The incumbent will be responsible for installing and maintaining all BTC Windows servers and peripherals as well as core infrastructure applications (including but not limited to Microsoft System Centre Configuration Manager (SCCM), Active Directory, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP) and Email system). You will be expected to enforce policies and procedures for maintaining the security and integrity of the Windows servers and ensure it meets availability and disaster recovery requirements.

The ideal candidate should have a Degree in Computer Science, Information Science or equivalent, supported by five (5) years' experience in the IT field. You should have experience working in an ITIL compliant environment. Experience in Project Management methodologies and tools as well as server administration will be an added advantage. ITIL and MSCE certification and membership of a relevant professional association/body is an added advantage.

**Remuneration: The Company offers a competitive compensation package, commensurate with qualifications, skills and experience.** If you have the above capabilities kindly send your application, latest CV and certified copies of certificates to [recruitment@btc.bw](mailto:recruitment@btc.bw), Attention: **Head of HR Partnering & Rewards**, – Botswana Telecommunications Corporation P.O Box 700 Gaborone.

NB: We respond to shortlisted candidates only.  
CLOSING DATE: 8th March 2019