



EXTERNAL ADVERT

The Botswana University of Agriculture and Natural Resources (BUAN) invites applications from suitably qualified individuals for the following post:

1. VACANCY CIRCULAR NO. 2022:10:31

STUDENT WELFARE OFFICER – ONE POST

THE REQUIREMENTS

The right candidate must meet the following minimum requirements, among others;

- Possess a Bachelors' Degree in Public Health/ Social Work or relevant.
- Possess two (2) years post qualification experience in similar environment. Tertiary Education would be preferred.
- Knowledge of higher education environment, networking, communication, resource management, stakeholder management, diversity management, student information systems, counselling, health promotion strategies, monitoring and evaluation are required

DUTIES:

The incumbent will be responsible for the following among others;

Implementing and coordinating student development programmes, accommodation, health, and welfare services to provide support for all students and removing barriers to their learning.

COMPETENCIES

- Customer Focus Customer Focus
- Execution and Delivery
- Technical Expertise
- Leading Change
- Building Relationships
- Influencing Through Communication
- Administration

2. VACANCY CIRCULAR NO. 2022:05:04



LEGAL SERVICES OFFICER – ONE POST

THE REQUIREMENTS

The right candidate must meet the following minimum requirements, among others;

- Possess bachelor's degree in law (LLB) or equivalent from a recognized university. Admitted to practice in the Courts of Botswana as an Attorney.
- Five (5) years' experience as a Legal services Officer.

DUTIES: To deliver legal services to the organization in order to manage the legal risk profile of the institution and facilitate legally compliant business operations.

COMPETENCIES

- Customer Focus
- Execution & Delivery
- Risk Management
- Financial Management

3. VACANCY CIRCULAR NO. 2022:10:32

INTERNAL AUDITOR – ONE POST

THE REQUIREMENTS

The right candidate must meet the following minimum requirements, among others;

- Possess a minimum of a Bachelors' Degree in Commerce, Auditing, Accounting, Finance, Business, Risk Management or any other related field;
- Possession of a part qualification in a recognised auditing, risk or accounting professional body is an added advantage;
- A minimum of four (4) years full time experience in internal auditing, or external auditing is required.
- Must have knowledge and skill in applying internal auditing and accounting principles and practices, management principles and preferred business practices.
- Must have knowledge of Internal auditing Standards and Code of Ethics.

DUTIES: The successful candidate will provide an independent and objective assurance and advisor role designed to add value and improve the University's



operations by evaluating the adequacy and effectiveness of the internal control systems, risk management and governance processes.

COMPETENCIES

- Execution and Delivery
- Integrity
- Technical Expertise Risk Management.

4. VACANCY CIRCULAR NO. 2022:05:06

SENIOR INTERNAL AUDITOR – ONE POST

THE REQUIREMENTS

The right candidate must meet the following minimum requirements, among others;

- Possess a minimum of a Bachelors' Degree in Auditing, Risk management, Accounting, Finance or related field and full membership of a recognised auditing professional body (e.g. CIA, ACCA, CIMA).
- At least four (4) years post qualification experience in auditing, responsible for carrying out internal audits in a comparable Organisation, with 2 years' workrelated experience.
- Extensive knowledge of internal audit, Accounting and management principles.
- Demonstrated knowledge of the latest developments in international financial/accounting/ internal auditing management practices, standards and code of ethics

DUTIES: The successful candidate will supervise and conduct performance, operational, financial and compliance audit project. Providing assurance and advisory services to organisational management and staff.

COMPETENCIES

- Risk Management
- Execution & Delivery
- Risk Management
- Integrity

FACULTY OF ANIMAL AND VETERINARY SCIENCES



ANIMAL SCIENCES DEPARTMENT

5. VACANCY CIRCULAR NO: 2022:08:14

LECTURER IN DAIRY SCIENCE AND PRODUCTION – ONE POST

JOB PURPOSE

The successful candidate will provide research and academic leadership in Dairy Science and Production at both undergraduate and graduate levels and be involved in curriculum review and development of new programmes.

FACULTY OF AGRIBUSINESS, EDUCATION AND EXTENSION

DEPARTMENT OF AGRICULTURAL AND APPLIED ECONOMICS (AAE)

6. VACANCY CIRCULAR NO. 2022:08:25

LECTURER IN AGRICULTURAL ECONOMICS-ONE POST

JOB PURPOSE

The successful candidate will provide teaching, research and service activities in the field of Agribusiness and related areas such as Agricultural Finance, Agricultural Marketing and Entrepreneurship.

THE REQUIREMENTS (LECTURER)

- Possess a minimum of Doctoral Degree in the applicable field or related field from a recognised university.
- Possess a Master's degree in the applicable field or related field from a recognized university.
- Possess a Bachelor's degree in the applicable field or related field from a recognized university.
- University teaching and a good research and publications record will be an added advantage.
- Possession of qualification, which is recognized by the Botswana Qualifications Authority (BQA), certificates of competence in Training of Trainers, Moderator Assessor and any Learning Management System are added advantages.

COMPETENCIES

- Research & Publishing



- Academic Development and Review
- Execution and Delivery
- Subject Matter Expertise
- Lecturing and Teaching
- Research Mobilisation and Funding

Fringe Benefits: These include motor vehicle purchase advance scheme, an optional 50% BUAN funded medical aid plan & group life assurance scheme. In addition, permanent and pensionable staff are offered a contributory pension scheme while contract staff are offered a gratuity of 30% of basic salary after successful completion of the contract.

Method of Application: Applications quoting the vacancy number, the post being applied for and accompanied by detailed CV, **true and certified copies of educational/professional certificates, grade transcripts and national identity card**, at least 3 recent references of which one should be from the immediate supervisor must be addressed to:

The Director, Human Resources

Botswana University of Agriculture and Natural Resources

Private Bag 0027

GABORONE

OR

Email: recruitment@buan.ac.bw

Hand delivered applications should be submitted to Records office, Block 300, BUAN.

CLOSING DATE: 25th November 2022

NB: Only shortlisted candidates will be contacted.