



Overview

The Botswana Trade Commission (BOTC) is a Parastatal under the Ministry of Trade and Industry Botswana (MITI) established in 2013 through an act of Parliament pursuant to Article 14 of the SACU Agreement of 2002.

The mandate of BOTC is to provide for an efficient and effective system for the administration and facilitation of international trade; to regulate the import and export of goods; to provide for the implementation of the SACU Agreement; and to provide for matters incidental thereto. This is done with an aim to promote fair trade and industry competitiveness.

MANAGER IMPORT EXPORT CONTROL

MAIN PURPOSE OF THE JOB: Ensures the efficient regulation of import and export of goods within Botswana.

Experience: Twelve (12) years' experience in import and export environment two (2) of

Education: Degree in Economics, International Trade, Industrial Economics or other related fields. A master's degree will be an added advantage.

which should be at the supervisory level.

JOB RESPONSIBILITIES

Key Result Areas

- Divisional Administration
- Efficient regulation of imports and exports
- People Management Effectiveness
- Personal Development



Activities

- Ensure implementation of divisional plan drawn from the Departmental plan covering relevant areas on import and export control.
- Develops and implements strategies, policies and guidelines that will allow for the application and issuance of import and export licenses.
- Develops and implements database system for issuance of permits.
- Issues export and import licenses.
- Ensures collaboration with Border/Customs Management Teams and other stakeholders involved in regulation of import and export of goods.
- Develops guidelines for statutory instruments on the control of goods.
- Develops regulations and guidelines for import and export control.
- Develops and monitors database for goods specified on safeguards schedules under trade agreements.
- Allocates and prioritises allocation of work and activities in the division to ensure that BOTC objectives are achieved in a secure environment.
- Facilitates and ensures that training development of staff is implemented in line with identified needs/gaps and reviews same in line with the performance management cycle.
- Plans and leads the divisional teams in order to provide efficient and effective service to both internal and external stakeholders by holding performance review meetings.
- Coordinates staff performance planning, reviews, and recommend performance rewards in accordance with PMS.
- Reviews training and development plans and acts on them as per the individual development plan.
- Adheres to performance management cycle deadlines, identifies own training and development needs and follows ups on own plans.

MEASURES

- Implementation Divisional plans
- Regulations and guidelines.
- Strategies and plans for import and export control in place
- Existence of database



- Staff Competency level
- Staff performance level
- Adherence to PMS plans/cycle (planning, reviews/assessment timelines)
- Availability of Performance contracts
- % achievement of objectives.
- % level of performance improvement.

Competencies

- Trade Policy and law (e.g. international trade regulations, including customs procedures, tariffs, and trade agreements)
- Industrial Policy
- Research
- Investigative Skills
- Analytical skills
- Communication both written and Verbal
- Presentation Skills
- Managerial skills
- Proficiency in Microsoft Office and other relevant software programs.

Applications letters are to be addressed to: Chief Executive Officer

Botswana Trade Commission (BOTC)

Private Bag 3AAD

Gaborone

All applications to be sent to: recruitment@botc.org.bw

Closing Date 26 November 2024

