



## 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.

## BUSINESS DEVELOPMENT SPECIALIST

Conduct research and analyses data on trade and industry issues to generate quality reports and recommendations to influence appropriate policies, strategies and programmes/interventions for industry development.

### POSITION REQUIREMENTS:

**Education:** Bachelor's Degree in Business Administration/Economics

**Experience:** Minimum seven (7) years post-qualification experience in a business development role two (2) of which should be at senior level and should possess supervisory skills

### JOB RESPONSIBILITIES

#### KEY RESULTS AREA

- Implementation of Divisional Strategic Plan
- Building Working Relationships Internally and Externally
- Research and Policy Development
- People Management Effectiveness
- Personal Development

#### ACTIVITIES

- Implements divisional plan drawn from the Department's plan covering relevant areas on research.
- Identify international organisations dealing with trade and industry matters as well as research institutions
- Facilitates stakeholder collaboration and sensitisation and awareness campaigns on the mandate and services for the Commission
- Implements commitments with strategic partners
- Educates industry on Infant Industry Protection



- Implement research programs and identify donors opportunities - including partnerships to fund the Commission.
- Develop a growth strategy focused both on financial gain and customer satisfaction
- Conduct studies and research projects
- Develop databases and gather, process and disseminate information in support of all Commission programs
- Implements research plans on trade and industry issues to generate quality reports and recommendations to influence appropriate policies, strategies and programmes/interventions for industry development.
- Assesses impact of all statutory instruments and Infant Industry Protection
- Initiate development of technical reports on research, studies, and assessments in relation to trade and industry issues/matters
- Allocates and prioritises work and activities in the division to ensure that objectives are achieved in a secure environment.
- Ensures that training and development plan is implemented in line with identified needs/gaps and reviews same in line with the performance management cycle
- Leads the team to provide efficient and effective service to both internal and external stakeholders by holding performance review meetings.
- Coordinates staff performance through planning, performance reviews and recommend performance rewards, succession planning, training and development
- Adheres to performance management cycle deadlines, identifies own training and development needs and follows ups on own plans.
- Implement training plans to address needs/gaps
- Conduct staff performance reviews, planning and recommends rewards incentives

#### MEASURES

- % of Implemented Departmental plans
- Success of Stakeholder engagement
- Total funds raised against target
- Number of new products introduced
- No of educational campaigns undertaken
- Accuracy
- Number of partners engaged
- Databases maintained
- No of researches conducted
- No of quality reports produced
- Staff Competency level
- Level of staff performance
- Adherence to PMS plans/cycle (planning, reviews/assessment timelines)
- Availability of Performance contracts
- % compliance with procedures
- % compliance with code conduct
- Turnaround time
- % achievement of objectives.

#### KNOWLEDGE, SKILLS AND BEHAVIOURS (COMPETENCIES)

- Should have in depth knowledge of Botswana's economy.
- Research
- Data analytical skills



- Presentation Skill
- Communication skills (written and verbal)
- Ability to influence and negotiate
- Market Knowledge
- Team building
- Business Acumen
- Result orientation

All applications are to submit **ONLY application letters and CVs.**

Application letters should be addressed to: **Chief Executive Officer  
Botswana Trade Commission  
Private Bag 3 AAD  
Gaborone**

Applications must be sent to [recruitment@botc.org.bw](mailto:recruitment@botc.org.bw)  
**No hand-delivered applications will be accepted**

The deadline for submission is **7th February 2025**

