



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.

Position Title: Legal and Compliance Officer

Main Purpose of the Job:

Ensure that BOTC complies with external regulatory and legal requirements, as well as internal policies and bylaws. Identify and manage regulatory risks and establish and update the compliance manual.

Position Requirements

Education:

- Minimum Diploma in Law or Diploma in Business Administration.

Experience:

- Minimum five (5) years of post-qualification experience.
- Experience in a corporate or regulatory environment will be an added advantage.

Knowledge, Skills, and Behaviours (Competencies):

- Strong verbal and written communication skills.
- Strong research and analytical/diagnostic skills.
- Attention to detail.
- Integrity.
- Teamwork.

Key Job Responsibilities

- Administrative Duties
- Compliance Oversight
- Contract Negotiation
- Secretarial Role
- Research and Development
- Self-Development



Activities:

- Carry out all administrative duties of the legal department.
- Oversee, coordinate, and monitor the day-to-day compliance activities of BOTC.
- Initiate and develop compliance training and education programs for staff.
- Report significant compliance issues to the manager for appropriate action.
- Review all contracts or documentation where BOTC has committed itself, assessing legal implications for supervisor attention.
- Prepare, review, and modify contractual instruments to support BOTC business activities.
- Develop and implement procedures for contract management and administration in compliance.
- Support the Legal Advisor & Board Secretary and Legal Manager in servicing the Board.
- Research and identify areas requiring review from a legal and compliance perspective.
- Make recommendations to align BOTC's legal and compliance systems with Botswana standards.
- Identify personal coaching, training, and development needs.
- Adhere to performance management cycle deadlines and follow up on personal plans.

Measures:

- Percentage compliance with the BOTC Act.
- Customer survey results.
- Quality of advice.
- Recommendations accepted and implemented.
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- Customer feedback.
- Percentage of procedures completed by BOTC.
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Candidates 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

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



Applications must be sent to recruitment@botc.org.bw.

No hand-delivered applications will be accepted.

