



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: RESEARCHER

Main Purpose of the Job:

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

Position Requirements

Education:

- Bachelor's degree in economics.
- Master's in economics would be an added advantage.

Experience:

- Minimum five (5) years of post-qualification experience.
- At least two (2) years at a senior research level or as a Research and Development Manager in a similar industry.

Knowledge, Skills, and Behaviours (Competencies):

- Knowledge of Botswana's economy.
- High level of intellectual ability to plan and carry out research.
- Technical aptitude to learn and use emerging technologies.
- Organizational skills to plan workloads and support team members.
- Strong interpersonal skills to develop effective working relationships.
- Teamwork skills.
- Excellent communication skills (written and verbal).

Job Responsibilities

- Implementation of Divisional Strategic Plan
- People Management Effectiveness
- Building Working Relationships Internally and Externally



- Personal Development
- Research and Policy Development

Activities:

- Provide support in the implementation of the divisional plan drawn from the departmental plan, covering relevant areas for the division.
- Identify international organizations dealing with trade and industry matters as well as research institutions.
- Organize stakeholder meetings, consultations, and sensitization and awareness campaigns about the Commission's mandate and services.
- Manage databases and facilitate information gathering, processing, and dissemination to support Commission programs.
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- Organize stakeholder meetings, consultations, and sensitization and awareness campaigns about the Commission's mandate and services.
- Manage databases and facilitate information gathering, processing, and dissemination to support Commission programs.
- Conduct research programs incorporating current developments to improve existing industries and study the potential of new and emerging industries.
- Initiate strategies for Infant Industry Protection (IIP).
- Conduct studies and research projects.
- Develop databases and gather, process, and disseminate information in support of all Commission programs.
- Implement research plans on trade and industry issues to generate quality reports and recommendations to influence policies, strategies, and interventions.
- Assess the impact of IIPs and industry development tools (rebates, duty drawbacks).
- Allocate and prioritize work and activities within the division to ensure objectives are achieved in a secure environment.
- Ensure training and development plans are implemented and reviewed in line with the performance management cycle.
- Lead the team to provide efficient and effective service to internal and external stakeholders by holding performance review meetings.
- Develop technical reports on research, studies, and assessments related to trade and industry matters.
- Adhere to performance management cycle deadlines.
- Identify personal training and development needs and follow up on plans.

Measures:

- Number of implemented trade instruments.
- Success of relationship building.
- Total funds raised against targets.



- Number of new instruments introduced.
- Staff competency levels.
- Percentage turnaround times.
- Accuracy of research outcomes.
- Percentage increase in Infant Industry Protection.
- Level of staff performance.
- Adherence to PMS plans/cycle (planning, reviews/assessment timelines).
- Availability of performance contracts.
- Percentage compliance with procedures and code of conduct.
- Turnaround times.
- Percentage achievement of objectives.
- Percentage level of performance improvement.

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.

