

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.

TARIFF MANAGEMENT SPECIALIST I

To undertake research on tariff investigations and provide recommendations in accordance with BOTC rules and regulations

POSITION REQUIREMENTS:

Education: Bachelor's Degree in Economics, Business Administration, International Trade or other related fields

Experience: Seven (7) Years experience in tariff management, two (2) of which should be at supervisory level

JOB RESPONSIBILITIES

KEY RESULTS AREA

- Implementation of Divisional Strategic Plan
- Implementation of Tariff Management Capability
- People Management Effectiveness
- Personal Development

ACTIVITIES

- Implements divisional plan drawn from the Departmental Plan covering relevant areas on tariffs.
- Provides policy and technical advisory for the section.
- Processes applications of administration of trade instrument.
- Develops country position on ongoing tariff investigations from other SACU Member States
- Undertakes investigation and determine the impact of tariffs.
- Issues rebate certificates.
- Monitors companies utilising rebates
- Process application for rebates certificate/permits.
- Educates stakeholders on tariff investigations and rebates and duty drawback

- 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.

MEASURES

- Implementation of Divisional plan
- Implemented Tariff Policies
- Number of Tariff changes
- Number of processed Rebates Certificates/ Permits issued
- Turnaround times
- Adherence to PMS plans/cycle (planning, reviews/assessment timelines)
- Availability of Performance contracts

KNOWLEDGE, SKILLS AND BEHAVIOURS (COMPETENCIES)

- Customer services
- Effective communication
- Teamwork
- Integrity
- Attention to details
- 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
No hand-delivered applications will be accepted

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

