



HUMAN RESOURCES & ADMINISTRATION MANAGER

IDM invites applications from suitably, qualified and experienced individuals for the following position tenable at the Gaborone Main Campus.

The Institute of Development Management (IDM) was established in 1974 as a regional institution by the Governments of Botswana, Lesotho, and Eswatini (“participating member states”.) IDM has shaped the futures of many Batswana with executive development courses and long-term training, and continues to achieve its mandate through helping public and private organizations to meet their management needs through Education, Training, Consulting, and Research Services. IDM Botswana has campuses in Gaborone and Francistown.

IDM, therefore, invites applicants from suitably qualified and experienced individuals for the following position:

HUMAN RESOURCES & ADMINISTRATION MANAGER (3 YEARS FIXED TERM CONTRACT)

The main purpose of the job is to;

- Manage, direct, coordinate and supervise support functions in the areas of human resource management.
- Create a proper work environment for the team, and manage its resources for achieving its goals.

DUTIES AND RESPONSIBILITIES

- Participate in the preparation of IDM’s operating plans and coordinate preparation of annual budgets
- Develop, review and ensure implementation of relevant strategies for the conduct of the division’s mandate.
- Align the division’s operations with the overall mission, vision and values of IDM.
- Ensure provision of service in line with service level agreements.
- Oversee the implementation of cost effective and value driven systems, rules, regulations, standards, procedures, guidelines and instruments

that are relevant for the conduct of the division’s work; and ensure that the division’s staff are informed and trained to use them.

- Ensure compliance with quality assurance standards and procedures applicable to the division.
- Plan the division’s activity and maintain direct oversight on its operations in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks for the provision of quality services whilst retaining overall accountability, and (d) recruitment, training, mentoring, motivation and appraisal of staff.
- Advise Assistant Director Corporate Services, Country Director or Local Board on HR and administration matters.
- Act as secretariat to the Staff Committee of the Board and take part in any local Board Committees or internal working groups as may be required.
- Undertake any other duties as delegated by Assistant Director Corporate Services, Country Director or Local Board.

QUALIFICATION

- At least a Degree in human resource management from a recognised institution or any other equivalent qualification acceptable to IDM
- Membership to a recognised HR professional organisation required
- Specialized training in office or business administration required

EXPERIENCE

At least 11 years experience in a similar position, including 4 years in a managerial position.

KEY COMPETENCIES

- Knowledge of labour laws and legislations in Botswana

- Knowledge of best practice in Human Resource policies, procedures, processes and strategies
- Knowledge of tendering and outsourcing principles, procedures and practices
- Knowledge of office management (including facilities management) principles, procedures and practices.
- Computer literate. Experience with systems and applications relevant to the specific work area

REMUNERATION

IDM offers a wide range of competitive benefits.

SUBMISSION

If you feel you meet the profile of the required candidate and you are interested in the job, you may submit your application including a copy of ID, curriculum vitae, certified copies of academic records, and three references to the:

The Country Director
Institute of Development Management
P. O. Box 1357
Gaborone
Botswana

Or hand delivered to:

IDM Gaborone Main Campus
The Country Director’s Office,
Block A

Or Email to:

secretaryb@idmbis.ac.bw

Closing Date: 18th November 2022

Closing Time: 1630hrs

**NB: ONLY SHORTLISTED APPLICATIONS
WILL BE RESPONDED TO.**