

VACANCY ANNOUNCEMENT

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 futures of many Batswana with executive development courses and long term training, and continue to achieve its mandate through helping the 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:

PERSONAL ASSISTANT TO THE COUNTRY DIRECTOR

Under the supervision of the Country Director, the incumbent will be responsible to manage the CD’s office and provide secretarial services thereto.

DUTIES AND RESPONSIBILITIES

The incumbent will have the following responsibilities:

- Receive telephone calls and correspondences for the CD
- Attend to queries or refer issues beyond own scope to relevant officers or to CD
- Attend to visitors/clients of the CD
- Maintain the CD’s appointment diary, arrange and remind him/her of appointments
- Advise staff of any meetings with the CD
- Issue reminders of Board and Committee meetings to Committee Secretaries and members, and confirm their attendance prior to the meetings
- Compile and prepare all documents needed by the CD for his / her meetings, including agenda, minutes and other materials
- Circulate relevant documents to attendees before meeting with the CD
- Make logistic arrangements for meetings (venue, refreshments etc.)
- Minute meetings, draft and distribute minutes after vetting by CD

QUALIFICATIONS AND EXPERIENCE

Qualifications:

- Higher national diploma in Secretarial Studies from a recognised institution or any other related qualification.

Experience:

- A minimum of 4 years as a Secretary to Senior Management level

Competencies

- Computer literate. Experience with systems and applications relevant to the specific work area
- Record keeping and filing skills, fast typing skills, telephone etiquette, customer care skills
- Organising and office management skills
- Communication and interpersonal skills
- Flexibility, dependability and dedication
- Compliance with procedures instructions, rules and regulations
- Service oriented and client focused

REMUNERATION

IDM offers a wide range of competitive benefits.

BENEFITS:

- 15% contribution towards pension
- 50% Medical Aid Contribution
- 20 leave days per annum

APPLICANTS:

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

Human Resource and Administration Manager
IDM
P. O. Box 1357
Gaborone
Botswana

Or hand delivered to:

IDM Main Campus
Records Management Office
Block

Or Email to:

recruitment@idmbls.ac.bw

Closing Date: 20th May 2022

Closing Time: 1630hrs

NB: ONLY SHORTLISTED APPLICANTS WILL BE RESPONDED TO.

