



VACANCY: HUMAN RESOURCE OFFICER

The Competition Authority is constituted in terms of section 4 of the Competition Act Cap 46:09. The mandate of the Authority is to prevent and redress anti-competitive practices in the economy, and the removal of constraints on the free play of competition in the economy. The Authority requires knowledgeable, highly skilled and self-driven citizens to apply for the following position:

Position Title: Human Resource Officer

Main Purpose of the Job

To assist with the provision of human resource management services to management and staff of the Authority. This will include the provision of HR advisory and support services including HR administration, policies and procedures, recruitment, staff development and succession planning, employee welfare, employee wellness and industrial relations.

Key Performance Areas

1. Implementation of human resources administration policies and procedures.
2. Coordination of targeted training and development that meets business needs.
3. Harmonious industrial relations in line with the Employment Act and the Terms and Conditions of Employment.
4. Maintenance of accurate personnel records.

Position requirements

Education:	A Degree in Human Resource Management, Social Sciences or any other related fields.
Experience:	5 years experience in human resource administration, industrial relations and training and development.
	Knowledge of human resource related software packages.

Remuneration and Terms: The above position is on permanent and pensionable terms. Competitive remuneration and terms as contained in the General Terms and Conditions of Service of the Competition Authority await the right candidate.

Method of Application: Candidates who meet the requirements for the above mentioned position should apply and enclose comprehensive curriculum vitae, certified copies of certificates, copy of Omang and at least two work related references from current or previous employers. All applications should be addressed to:

**Chief Executive Officer
Competition Authority
Private Bag 00101
Gaborone**

Or Hand Deliver at:
Plot 28, Matsitama Road
Main Mall
Gaborone

For more information regarding this position, please contact the Human Resources Office at 3934278.

Note:

The Competition Authority will enter into correspondence only with shortlisted candidates.

Closing date: 17th April 2018