

ADVERT

The Human Resource Development Council (HRDC), an autonomous body whose main objectives among others include provision for Policy Advice with regard to the National Human Resource Development Strategy, Coordination and implementation of the strategy, Planning and Advising on Tertiary Education Financing and Work Place Planning in Botswana, seeks to recruit suitably qualified persons for the following post:

DIRECTOR- HUMAN RESOURCE DEVELOPMENT PLANNING

Main Purpose of the Job

- Serve as the strategic lead for human capital development planning services in the Council
- Manage, Direct, coordinate and supervise the formulation and review of national and sectoral human resource plans and ensure proper monitoring and evaluation of the HR plans.
- Create a proper work environment for the department and manage its resources to achieve its goals.
- Promote and support cross-functional exchanges and operations within the department.
- Drive organizational and cultural change in the department, and ensure all policies, guidelines, regulations and codes of ethics are cascaded down and adhered to.

Key Accountabilities

Leadership, management and service delivery

- Participate in defining, reviewing and updating HRDC'S strategic Directions.
- Provide inputs to the preparation of the HRDC'S strategic/operating plans and budgets.
- Develop and coordinate the implementation of the relevant policy and strategy for the conduct of the department's mandate.
- Ensure the department's vision, work environment and operations are in line with the overall mission, vision, values, strategies and goals of HRDC.
- Ascertain provision of service in line with SLAs.

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

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- Take delegated functional decisions and report periodically to the Chief Operations Officer.
- Lead and design and review of cost effective and value-driven systems, rules, regulations, standards, procedures, guidelines and instruments needed to perform the departments work, and ensure that the staff is trained to use and comply with them in the conduct of their activity.
- Plan the department's activity: (a) determine priorities, (b) prepare work plan, (c) schedule work and estimate resource needs, and (d) allocate and delegate tasks whilst retaining overall accountability.
- Direct management and oversight on the department's operations:
 - a) Ensure suitability of resources for implementing its mandate.
 - b) Senior staff recruitment, training, mentoring, motivation and appraisal.
 - c) Ensure the department's expenditures are kept within budgets.
 - d) Line manage senior staff, review and QA their work.
 - e) Uphold optimal resource use and high productivity/efficiency levels.
- Promote and support cross functional exchanges and operations among the divisions within the department.
- Advise the CEO, Chief Operations Officer and the Council on all matters related to human resource development planning.
- Undertake any other duties as delegated by the CEO, Chief Operations Officer and the Council.

Research, HR Planning and Monitoring

- Lead research and data management to ensure policy advisory
- Lead the production of the priority skills report
- Review labour market forecasts and ensure alignment with strategic priorities and national development frameworks
- Advise the CEO on human resource policy and strategy.
- Promote the work of the Department and its publications.
- Oversee the research and analysis of the labour market and education/training sector to support the planning and funding mandates.
- Promotes the knowledge management processes and culture across HRDC and guide the implementation of the proper information and knowledge system.
- Oversee the conduct of annual stakeholder's forums to present and discuss the national HR plans, and future actions/initiatives.
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- Participate in any internal, sector or external committees as may be needed.
- Develop a network and maintain relationships with the demand side (business sector) and ensure the effective presentation and participation in sector committees.
- Lead the development and periodic review of national/sectoral plans through monitoring.

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- Lead impact assessment of the National/sectoral HR plans and prepare reports for the Council and Ministry of Higher Education

Planning

- Ensure that the planning functions are performed in sync with the national and sector HR plans
- Facilitate collaborations with strategic partners including BQA and other SOEs to ensure delivery of the Council's mandate
- Lead the preparation of long-term institutional plans and their incorporation in the national HR plans and the NDP.
- Lead the preparations of workplace plans
- Ensure that the team maintain oversight over the institutions through effective monitoring and evaluation.
- Provide expert guidance and advice in planning.
- Participate in relevant internal and external committees.
- Ascertain that effective capacity building initiatives are implemented to assist and guide education and training providers, as well as employers.

Competencies

Technical competencies

- Knowledge of HRD/Education and training policies and strategies in Botswana.
- Knowledge of human resource planning and financing systems of Botswana.
- Computer literate and proficiency in relevant software for human capital resources management.

Other competencies

- Strategic planning and orientation
- Appreciation of external operating environment.
- Team building, leadership and motivation
- Creativity, innovation, flexibility and analytical thinking.
- Results oriented and performance driven.
- Service oriented and client focus.
- Communication, influence, impact.
- Decisiveness and assertiveness.
- People management and interpersonal skills.
- Creativity and Innovation, flexibility and analytical thinking.
- Planning, organising, budgeting, resource management

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Job Requirements

Qualifications:

- At least a PhD in Social Sciences or any other equivalent qualification acceptable to HRDC

Experience:

- At least 10 years' experience in a strategic position leading human capital planning and related functions, preferably in an HRD/Education and Training environment. This includes a minimum of 5years in a senior management position.

Remuneration:

- HRDC offers an attractive remuneration package which is commensurate with qualifications, skills and experience offers an attractive remuneration package which is commensurate with qualifications, skills and experience.

Method of Application

- Applications quoting the post being applied for and accompanied by detailed Curriculum Vitae, names and addresses of three referees, one of whom should be an employer/most recent employer and/or immediate supervisor (including their telephone numbers and e-mail address where applicable), true and certified copies of educational/Professional certificates and transcripts, and references must be sent to: recruitment@hrdc.org.bw

Closing Date for all adverts: 13th September 2025

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