HUMAN RESOURCE DEVELOPMENT COUNCIL of BOTSWANA

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- STRATEGY, POLICY & BUSINESS DEVELOPMENT

Main Purpose of the Job

- Facilitate the Council in coordinating and promoting the implementation of the national human resource development strategy
- Monitor and evaluate national implementation of human resource development policies for effectiveness and efficiency and facilitate policy advice through knowledge management;
- Provides overall guidance and strategic insight needed to develop organisational strategies, business plans and supports the Integrated Strategic, Operational and financial planning process including working with and/or managing external resources.

Key Accountabilities

1. **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 departments vision, work environment and operations are in line with the overall mission, vision, values, strategies and goals of HRDC.
- Take delegated functional decisions and report periodically to the Chief Executive Officer.
- Lead and design and review of cost effective and value-driven systems, rules, regulations, standards, procedures, guidelines and instruments needed to

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814
www.hrdc.org.bw

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 over sight 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.
- Undertake any other duties as delegated by the CEO, Chief Operation Officer or the Council.

2. National HRD Strategy Coordination and Promotion

Facilitate the Council's coordination and promotion on the implementation of the national human resource development strategy;

- Ensure a link between the different levels of education and training in implementation of the national human resource development strategy.
- Monitor and evaluate the social and economic outcome and impact of the implementation of the NHRDS.

3. Policy Advice Facilitation

Monitor and evaluate national human resource development policies for effectiveness and efficiency and facilitate policy advice;

- Manage a profile of human resource development policies for all levels of education and training.
- Assess linkages and alignment of policies for common national outcomes and impact.
- Drive dialogue to provide policy advice nationally and for global relevance.

4. Business Development

- Developing new business opportunities for the Council.
- Building and strengthening internal and external relationships
- Directing marketing efforts by presenting market research and suggesting strategies to expand market research.

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814
www.hrdc.org.bw

- Assessing business opportunities for the Council and recommending improvements as needed.
- Researching emerging trends and recommending new organisations offerings to satisfy customers' needs.
- Developing and managing strategic partnerships to grow business.
- Oversee the planning and implementation of business plans for the penetration of new markets
- Conduct market research to identify developments/changes in industry trends in order to make necessary adjustments
- Establish strategic partnership with other organisations to leverage on their network
- Ensure business processes and standards are in accordance with regulations and policies set by appropriate authorities
- Conduct negotiations to determine contract terms and ensure profitable deals
- Set and enforce customer service standards to ensure clients are satisfied with received products/services
- Ensure departmental goals are in line with Council's growth strategy.

Competencies

1. Technical competencies

- Excellent knowledge of business development and strategic planning process.
- Excellent understanding of market research and analysis.
- Strong project management skills.
- Knowledge of HRD/Education and training policies and strategies in Botswana.
- Computer literate. Experience with systems and applications in the specific work area.

2. 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.

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

Job Requirements

1. **Qualifications:**

- At least a PhD in Education and Training, Monitoring and Evaluation or Business Administration or any other equivalent qualification acceptable to HRDC.

2. **Experience:**

- At least 10 years' experience in business development and/or strategy development and monitoring, research, policy and planning preferably in an education / training / HRD environment. This includes a minimum of 5 years in a management position.

Remuneration:

HRDC 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 the advert: 3rd March 2026

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814