



**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 Workplace Planning in Botswana, seeks to recruit suitably qualified persons for the following post:

1. MANAGER RISK AND COMPLIANCE X 1

Main Purpose of the Job

- Ensure that the Council is conducting its business in full compliance with regulations that pertain to the Council's operations, as well as professional standards, accepted business practices and internal standards.
- Develop, execute and coordinate the implementation of the Council's risk management, compliance framework and ensure alignment with the Council's strategic goals.

Key Accountabilities

- Supervising and handling issues related to compliance with regulations, including making sure that the Council is up-to-date with licensing requirements.
- Reporting their findings to the Council's governing body and recommend any needed changes to the risk sub-committee.
- Providing proactive, in-depth business-focused advice to the Council, as well as implementing initiatives and processes in order to set standards and re-inforce a culture of integrity, quality, ethical behavior and responsibility across the Council.
- Analyzing and identifying risks and implications of all the Council's transactions, keeping Senior Management in all departments of the Council informed of developments in regulations that potentially affect HRDC.

OUR PEOPLE • OUR FUTURE

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

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

- Conduct periodic reviews or audits to ensure that compliance procedures are followed.
- Reporting any non-compliance or conflict of interest to the regulatory and supervisory committee.
- Assessing product, compliance or operational risks and develop risk management strategies.
- Conduct or direct internal investigation of compliance issues.
- Oversee and monitor activities for compliance of the Council and financial market regulation.
- Compliance Management.
- Governance.
- Documenting and maintaining internal procedures and processes.
- Document and manage the changes of rule processes and sign-off.
- Document and manages the changes of directive processes and sign-off by stakeholders and the Council.
- Respond to queries from auditors on any relevant matters.

Competencies

- Regulatory Compliance
- Risk Management / Control
- Financial Compliance
- Writing procedures and documentation including rules and directives
- Knowledge of Corporate governance.
- Computer literate.
- Experience with systems and applications in the specific work area
- Creativity, innovation, flexibility and analytical thinking
- Results oriented and performance driven
- Decisiveness and assertiveness
- Communication, influence, impact
- Service oriented and client focus
- Teamwork and interpersonal skills.

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Job Requirements

- **Qualifications:** A Degree in Risk Management and a Master's degree in Risk Management or Business Administration plus a professional qualification in Risk Management and Compliance (e.g. ERM, CRISE, PRM, CRMA).
- **Experience:** A minimum of 8 years' experience in Risk and Compliance position and 3 years of work experience in a managerial role. Exposure to similar functions in an HRD environment would be an advantage.

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 National Identity Card, Educational/Professional certificates and transcripts, and references must be sent to: recruitment@hrdc.org.bw

Closing Date for the advert: 28th April 2026

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