REPUBLIC OF BOTSWANA
DIRECTORATE OF PUBLIC SERVICE MANAGEMENT
VACANCY CIRCULAR NO. 21 OF 2010

REF NO: DP 25/31 III (11) 27th April, 2010

VACANCY: DEPUTY DIRECTOR, SPORT AND RECREATION

The above vacancy exists in the Ministry of Youth, Sport and Culture under the Department of Sport and Recreation. The Department is charged with the responsibility of facilitating and ensuring the development and implementation of national policies and strategies on sport and recreation in the country. The Department implements its mandate in liaison with all agencies charged with implementation of Sport and Recreation Policy such as the Botswana National Sport Council and Botswana National Olympic Committee.

Main Purpose of the Job:

To manage the implementation of national sports, recreation and leisure policies and strategies as well as all managerial, supervisory and administrative functions of the respective divisions.

Key Performance Areas:

- Advises the Head of Department of the most effective professional method of developing sport, recreation and leisure industries in the country.

- Gives direction, control and coordination of the divisions, ensuring that professionalism and standards are maintained.

- Determines development priorities of all divisions with reference to the National Development Plan guidelines by reviewing the department’s mandate with heads of divisions and making necessary projections.

- Monitors and controls the utilization of manpower, financial and material resources of all the divisions.

- Ensures that administrative systems and processes are effectively integrated and focused to support the delivery of key areas of service development.
• Embraces change and transformational management ensuring that his/her team exploit opportunities offered by current and emerging sporting technologies to the fullest extent.

• Participates in the resolution of political and ethical issues, such as conflicts on interest between partner organizations, uses of banned substances, or breaches of regulations.

• Oversees budget allocation to national sports bodies and international bodies.

• Liaises with national sports governing bodies and communities with regard to the development of sport, recreation and leisure programmes.

• Ensures national sporting campaigns, government policies and programmes are well coordinated with other national sports governing bodies.

• Ensures that relationships with other sporting organizations and international organizations are maintained and exploited for the benefit of the national sporting bodies.

• Oversees monitoring, evaluation and reporting on the implementation of approved national policies and programmes on sports.

Qualified Applicants Profiles:

To be considered for appointment to this position, candidates must have at least a degree in either Sport Management, Sport Administration, Sport Facilities Management, Community Recreation or any other relevant field in the area of sport and recreation, with at least fourteen (14) years relevant post qualification experience.

Applicants must also have served in a senior management level position in Government, Private Sector or Parastatal Organization.
Required Competencies and Skills:

- Decision Quality
- Business Acumen
- Innovation Management
- Strategic Agility
- Building Effective Teams
- Managing and Measuring Work
- Drive for Results
- Customer Focus
- Integrity and Trust.

Salary scale: E2 (P252 744 – P262 956) per annum

Leave: 30 working days per annum

Benefits:

i) Optional Contributory Medical Aid Scheme (Government pays 50% and employee pays 50%).

ii) Contributory Pension Scheme for Permanent and Pensionable staff (Government pays 15% and employee pays 5%).

Applications:

Applicants should quote the reference number of this vacancy circular and provide:

a) (i) Detailed curriculum vitae

   (ii) Certified true copies of certificates (Academic and Professional) and at least two (2) work related references.

b) Serving officers should indicate:

   (i) Date of first appointment

   (ii) Present position and appointment thereto.

IMPORTANT:

Applications from serving public officers should be routed through their Heads of Department and Permanent Secretaries. Applications not so
routed will not be considered. **Applicants who do not meet the minimum requirements stipulated above will not be considered.**

Applications should be addressed to:

**The Director**  
**Directorate of Public Service Management**  
**Private Bag 0011**  
**GABORONE.**

Applicants are also required to submit an electronic summary of their CV. Please email [lmawila@gov.bw](mailto:lmawila@gov.bw) to request for the required electronic CV format.

**CLOSING DATE:** 14th May, 2010