



Botswana Accountancy College (BAC) is a Premium Institution with all the hallmarks of a supreme learning environment characterised by an international footprint. BAC is a highly focused business school which is continuously forging relations with renowned international partners i.e universities and global professional bodies. As a learning institute driven by the passion to excel, we are recognised for the quality of our programmes and their relevance to the needs of the economy. We subscribe fully to the growth of Botswana's human capital development agenda and are a key player in the national human resources development and skills capacity building programme. Our vision is anchored on excellence in knowledge production so if you are a professional of distinction, you need to be part of the best of the breed in the knowledge industry.

# VACANCY NOTICE

## CIPS PART TIME LECTURER

(TENABLE IN GABORONE)

### MAIN PURPOSE OF THE JOB

To develop and produce learning and teaching material, support Programme Leaders and/or Coordinators and other members of the academic team with student induction, student remediation, academic counselling, student surveys and module evaluation in order to ensure that delivery of teaching, learning and assessments is efficient and in accordance with the College's strategy, policy and procedures.

### KEY PERFORMANCE AREAS

- Student Retention
- Academic Assessment
- Lecturing and Teaching
- Learning and Teaching Management
- Customer Focus
- Subject Matter Expertise
- Academic Program Development and Review
- Test Development and Analysis

### COMPETENCIES AND SKILLS REQUIRED

- Research quality, ethics and integrity
- Academic governance and leadership
- Community engagement
- Research commercialisation and Innovation funding
- Academic Quality management
- Program Development and coordination
- Subject matter expertise
- Financial management
- Risk Management
- Technical expertise
- Execution and delivery

### EXPERIENCE AND QUALIFICATIONS

- Full CIPS qualification or Master's Degree in Procurement / Supply Chain Management.
- PGCE (Postgraduate Certificate of Education) or other teaching qualifications as well as a BQA accreditation (or accreditation from a recognized qualification authority) are mandatory.
- Four (4) years post qualification experience in educational planning and management, two (2) of those should have been teaching at the Junior Lecturer level within a Higher Education institution.

### EXPERIENCE

- At least six (6) years of post-qualification lecturing experience in Higher Education, three (3) of which should have been at Senior Lecturer level or higher

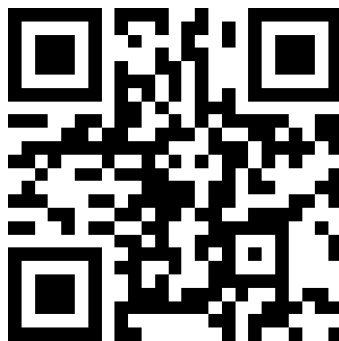
### APPLICATION PROCEDURE:

All applications accompanied by cover letter, curriculum vitae and certified copies of ID and academic certificates should be emailed to [recruitment@bac.ac.bw](mailto:recruitment@bac.ac.bw) (stating the position being applied for as the subject of the email) before close of business on **21<sup>st</sup> October 2025, 1700hrs.**

### APPLICATIONS SHOULD BE ADDRESSED TO:

Head of Human Resources  
Botswana Accountancy College  
P/Bag 00319  
Gaborone

**Scan the QR Code  
to download the  
softcopy**



**NB: Botswana Accountancy College will enter into correspondence only with shortlisted candidates.**