



**WE
ARE
HIRING**



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

HUMAN RESOURCE INTERN

2 YEARS CONTRACT TENABLE IN GABORONE

MAIN PURPOSE OF THE JOB:

To provide administrative and general HR support services in compliance with relevant legislation and established corporate governance, principles and practices in order to achieve the organization's mandate.

KEY PERFORMANCE AREAS

- Talent Acquisition Strategy
- Employee Engagement
- Labor and Employee Relations
- HR Administration
- HR Information Systems and Management
- Customer Focus
- Benefits and Compensation

COMPETENCIES AND SKILLS REQUIRED:

- Building relationships
- Integrity
- Employment contracts
- Human Resource forecasting
- Application of legislation
- Business reporting.
- Influencing through communication

EXPERIENCE AND QUALIFICATION

- Bachelor's Degree in Human Resource Management or relevant field acceptable by BAC
- At least one (1) year of work experience in a General Human Resource Management Environment.
- General HR Administration and Recruitment experience will be an added advantage.

APPLICATION PROCEDURE:

All applications accompanied by cover letter, curriculum vitae and certified copies of ID and academic certificates should be e-mailed to recruitment@bac.ac.bw (stating the position being applied for as the subject of the email) before close of business on Friday 15th September 2023, 1700hrs.

Applications should be addressed to:

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

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