



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 PRACTITIONER - (PERMANENT AND PENSIONABLE) 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.

Competencies and Skills Required

- Building Relationships
- Integrity
- Employment Contracts
- HR Value Chain and Strategy
- Human Resource forecasting
- Application of Legislation
- Payroll Administration
- Influencing Through Communication
- Customer Focus

Key Performance Areas

- Talent Acquisition Strategy
- Employee Engagement
- Labour and Employee Relations
- HR Administration
- HR Information Systems and Management

Experience and Qualifications

- Bachelor's Degree in Human Resource Management, Industrial Psychology, Business Administration or relevant field.
- At least three (3) years of work experience in a Human Resource Management environment.
- Operational knowledge of HR legislation, HR Information systems, talent management, performance management, employee engagement/retention, compensation and benefits, recruitment and selection, training and development as well as manpower requirements analysis and planning.

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 3rd May 2024, 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.

CONTACT US ON

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