



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

## LECTURER/SENIOR LECTURER - INSURANCE

(3 YEARS FIXED TERM CONTRACT) TENABLE IN FRANCISTOWN

### 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, policies and procedures.

### KEY PERFORMANCE AREAS

- Student Retention
- Academic Assessment
- Lecturing and Teaching
- Learning and Teaching Management
- Customer Focus
- Subject Matter Expertise
- Academic Programme 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
- Programme Development and Coordination
- Subject Matter Expertise
- Financial Management
- Risk Management
- Technical Expertise
- Execution and Delivery

### QUALIFICATIONS

- Master's Degree in Business Management and Administration (or related field), PLUS the Licentiate Diploma or Associate Diploma in Insurance.
- PGCE (Postgraduate Certificate of Education) or other teaching qualification as well as a BQA accreditation (or accreditation from a recognized qualification authority)

### EXPERIENCE FOR LECTURER

- Four (4) years post qualification experience in the educational planning and management, two (2) of those should have been teaching at the Junior Lecturer Level within a higher education institution.

### EXPERIENCE FOR SENIOR LECTURER

- Six (6) years post qualification experience in the educational planning and management, two (3) of those should have been teaching at the Lecturer Level within a higher education institution.

### 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 **9<sup>th</sup> May 2025, 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.**