



Botswana Accountancy College (BAC) is a Premium Institution with all the hallmarks of a supreme learning enviroment 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

## SHEQ OFFICER

(PERMANENT AND PENSIONABLE) TENABLE IN FRANCISTOWN)

### MAIN PURPOSE OF THE JOB

To develop and implement Safety, Health, Environment and Quality plans, programmes, policies and procedures in the workplace in accordance with statutory and regulatory requirements, conduct SHEQ risk assessments and enforce preventative measures to ensure that employees and students comply with company policies and standards.

### KEY PERFORMANCE AREAS

- Customer Focus
- Critical Incidents
- Occupational Hygiene
- Execution and Delivery
- Fire and Safety Management
- Environment, Health and Safety
- Business Continuity Management
- Compliance Monitoring & Adherence

### COMPETENCIES AND SKILLS REQUIRED

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| <ul style="list-style-type: none"><li>• Drive</li><li>• Integrity</li><li>• Investigations</li><li>• Leading Change</li><li>• Customer Focus</li><li>• Critical Incidents</li><li>• Strategy Creation</li><li>• Business Acumen</li></ul> | <ul style="list-style-type: none"><li>• Risk Management</li><li>• Technical Expertise</li><li>• Strategy Translation</li><li>• Managing Complexity</li><li>• Occupational Hygiene</li><li>• Security Management</li><li>• Financial Management</li><li>• Execution and Delivery</li></ul> | <ul style="list-style-type: none"><li>• Building relationships</li><li>• Institutional Framework</li><li>• Environment Management</li><li>• Networking and Partnering</li><li>• Fire and Safety Management</li><li>• Influencing through communication</li><li>• Compliance Monitoring &amp; Adherence</li><li>• Infrastructure/Asset/Site Conditioning Monitoring</li></ul> |
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### EXPERIENCE AND QUALIFICATIONS:

- Bachelor’s degree in occupational health, Safety Management, Environmental Science or Relevant field. Certificate and/or qualification Health and Safety (OSHAS), Breau of Botswana Standards (BOBS), Quality Management Systems, Occupational Health & Safety Management (OHSAA), and Environment Management Systems (EMS) or relevant field will be an added advantage.
- At least three (3) years of work experience in a SHE, OSHA, or similar environment.
- Working knowledge of relevant safety, health, environment, risk and quality (SHERQ) regulations, standards and best practices; fire and security management; occupational hygiene; critical incident handling and reporting; and workplace inspections.

### 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 **22<sup>nd</sup> August 2025, 1700hrs.**

### APPLICATIONS SHOULD BE ADDRESSED TO:

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

Scan the QR Code  
to dowload the  
softcopy



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