



Botswana School of Business Sciences (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, BAC is recognised for the quality of its programmes and their relevance to the needs of the economy. The Institution subscribes fully to the growth of Botswana's human capital development agenda and is a key player in the national human resources development and skills capacity building programme. BAC 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

DIRECTOR - SCHOOL OF POSTGRADUATE STUDIES (3 YEARS FIXED CONTRACT) TENABLE IN GABORONE

Main Purpose of the Job

Reports to Deputy Executive Director – Academic Services and responsible for providing strategic and operational leadership for the School of Post Graduate Studies (SPGS) and its academic and professional staff. The incumbent provides strategic direction, leadership and management in the development of key academic programmes in order to enhance accountability, quality of teaching and student experience, curriculum integrity, programme accreditation, performance management, research and innovation and stakeholder engagement as well as ensure efficient and effective delivery of learning programmes in accordance with institutional strategy, policies and procedures.

Key Performance Areas

- Develop, implement and monitor the School's strategic & operational plans and performance initiatives in alignment with the institution's strategic objectives.
- Provide leadership and oversight for the development, review, accreditation, validation and continuous improvement of professional, executive and postgraduate programmes.
- Ensure the effective management of academic quality assurance systems, academic governance requirements and regulatory compliance in accordance with institutional and national standards.
- Lead curriculum innovation and the integration of emerging industry, professional and technological trends into programme offerings.
- Foster excellence in learning and teaching through the implementation of effective teaching, assessment and student support strategies.
- Promote postgraduate studies, applied research and scholarly activities that contribute to knowledge creation, innovation and institutional impact.
- Lead the development and implementation of the School's research, innovation and knowledge creation strategy in alignment with institutional priorities and national development objectives.
- Develop and maintain strategic partnerships with professional bodies, industry, government, higher education institutions and international partners to enhance programme relevance and growth.
- Drive student recruitment, retention, progression and graduate success initiatives to improve the overall student experience and institutional performance.
- Lead programme accreditation, affiliation and professional recognition initiatives with relevant regulatory and professional bodies.
- Develop and manage school budgets, resource allocation, infrastructure requirements and revenue growth initiatives to support sustainable operations.
- Monitor academic performance, student outcomes, programme viability and strategic performance indicators and prepare reports for management and governance structures.
- Lead and manage the performance, development, productivity and wellbeing of academic and administrative staff, promote teamwork, accountability, diversity and ethical conduct, ensure effective resource utilisation and undertake any other duties assigned by the Deputy Executive Director.

Competencies and Skills Required

- Customer Focus
- Business Acumen
- Change Leadership
- Academic Credibility
- Research Leadership
- Policy Development Skills
- Stakeholder Management
- Integrity and Ethical Conduct
- Strategic Thinking and Visioning
- Results Orientation and Execution
- Financial and Resource Management
- Leadership and People Development
- Communication and Influencing Skills
- Networking and Partnership Development
- Innovation and Entrepreneurship Orientation

Qualifications

- Doctorate (PhD) or equivalent from a recognised university.
- Membership in relevant professional and academic bodies.

Experience

- Minimum ten (10) years academic experience in higher education post qualification of Master's degree, five (5) of which should have been at senior management level within a higher education institution.
- Appointment rank of at least Senior Lecturer, Associate Professor or Professor is an added advantage.
- Understanding of university governance structures, including Council, Senate, Faculty Boards, and Graduate Studies Committees.
- Experience in establishing research collaborations and partnerships with industry, government, and international institutions and evidence of securing research grants, consultancy projects or external funding.
- Have a recognized record of scholarly research outputs, post graduate supervision of Master's and PhD students and a solid record of teaching excellence.
- Experiential knowledge of applicable legislation and relevant academic policies, standards, programmes, institutional planning and development frameworks, academic quality, learning and teaching management.
- Possess the BQA assessor / moderator Accreditation.

APPLICATION PROCEDURE:

All applications accompanied by cover letter, curriculum vitae, 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 30th October 2026, 17:00hrs.**

Applications should be addressed to:

Head of Human Resources
Botswana School of Business Sciences
P/Bag 00319
Gaborone



NB: Botswana School of Business Sciences will enter into correspondence only with shortlisted candidates.