



NATIONAL DEVELOPMENT BANK

Working together for a better future



Do you have what it takes to be a part of the country's catalyst Agribank?

# Vacancy Advert

National Development Bank is seeking to recruit suitably qualified, dynamic, talented, and experienced professional to join the team. We understand that feeding the nation is a calling and a part of our DNA, hence our position at the apex of agriculture financing as an Agribank. The journey that we are embarking upon requires outstanding professionals who can live to our mantra of "Breaking new ground...and walking the path with you!"

The Bank will demand that you work hard but will reward you with time to play just as hard to attain a work-life balance. If you are the person we are looking for, then we cannot wait to hear from you

## 1. STRATEGY MANAGER

### JOB PURPOSE

As the Strategy Manager, you will report directly to the Chief Executive Officer and responsible for developing and executing the plans that guide the Banks' future growth. This includes working closely with the Executive Management Team to identify opportunities, developing the organisation's strategy and monitor execution of the strategic plans.

Your primary responsibility will be to manage, analyse, measure, monitor and report on corporate performance and change management initiatives. The incumbent will also be responsible for strategy implementation across the business, managing related budgets and optimizing business performance, cascading, and aligning actionable strategies to enhance corporate performance.

### QUALIFICATIONS AND EXPERIENCE REQUIRED

- At least a bachelor's degree in any field
- A relevant master's degree in Strategy Management or MBA would be an added advantage.
- Appropriate professional qualifications in Enterprise Portfolio and/ or Change/ Transformation Management.
- At least 5-10 years' relevant experience in a Strategy function, preferably in a financial institution.

## 2. INTERNAL AUDIT MANAGER – INFORMATION SYSTEMS

### JOB PURPOSE

The role reports directly to the Head of Internal Audit and is responsible for ensuring conformance to corporate governance practices.

Your primary responsibility will be to ensure that policies and procedures established by Board and Management are adhered to as well as to ensure that controls are effective, promote operational efficiencies and effective risk management.

### QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor's degree in information technology, Information Systems, or related relevant field.
- Certified Information Systems Auditor (CISA)
- Member in good standing of a recognized supervisory body
- A minimum of 6years' relevant experience in an Audit function, of which 3years should be at management level.

## 3. PROCUREMENT OVERSIGHT MANAGER

### JOB PURPOSE

The role will be the principal advisor to the CEO on any procurement matters within the scope of the procurement act, ensure compliance

in all procurement activities and be responsible for adjudication and recommendations for award.

Your primary role will be to ensure compliance to procurement rules, providing strategic procurement direction, and contributing to shareholder value and aligning procurement activities with ESG.

### QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor's Business degree or related degree plus CIPS Level 6 or degree in related field
- Master's degree (business or supply chain management) will be an added advantage.
- A minimum of ten (10) years of relevant experience, four (4) of which should be at management level.

## 4. DATA ANALYTICS SPECIALIST

### JOB PURPOSE

The role reports directly to the Head of Strategy and Projects and is responsible for collecting data across all functions to assist the business to make informed decisions.

Your primary responsibility will be to collect and store data on sales numbers, market research, logistics, linguistics, or other behaviours, including bringing technical expertise to ensure the quality and accuracy of that data, then process, design and present it in ways to help the business to make better decision.

### QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor's - Finance, Business, Applied Mathematics, Computer Science, Statistics, Data Science or other related field.
- Experience with Different Analytical Tools (Excel Power BI, RapidMiner, R, etc.)
- Proficiency with Database Tools (Access, SQL Server, MySQL, Stata
- Proficiency in SQL Server BI Stack: SSIS, SSMS, SSAS, SSRS, PowerBI
- At least 2-3 years' relevant experience, preferably in a financial institution.

## 5. INFORMATION SECURITY OFFICER

### JOB PURPOSE

The role reports directly to the Information Technology Manager and is responsible for designing, configuring and maintaining server infrastructure as well as maintaining critical back-up records, planning and developing strategies to protect the Bank's computer network and data from various forms of security breaches. Primarily to plan, implement and maintain Cyber security policies to protect a Bank's computer network and data from various forms of security breaches.

### QUALIFICATIONS AND EXPERIENCE REQUIRED

- Degree in Information Technology or Computer Science.
- At least 5 years relevant post qualification experiences.

## 6. EMPLOYEE RELATIONS SPECIALIST

### JOB PURPOSE

The role will be reporting to the Human Resources Manager and will be responsible for improving employee relations and overall employee well-being and ensuring a conducive work environment where staff can thrive.

Your primary responsibility will be to maintain a positive employee relationship and ensuring compliance with employment laws, including providing advisory and counselling services, conflict resolution, ensure adherence to employment act and employee relations policies & procedures, facilitating grievance and disciplinary cases,

### QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor's degree in human resources, Industrial Relations, or a related field. certification in Employee Relations will be an added advantage.
- Minimum of five (5) years of experience in employee relations, labour relations, or a related field.
- In-depth knowledge of local and national labour laws and regulations.
- Experience in handling complex employee relations issues, including investigations, disciplinary actions, and conflict resolution.
- Ability to provide guidance and support to staff and management.
- Familiar with HRIS systems and proficiency in Microsoft Office Suite.
- Strong written and verbal communication skills.

### COMPETENCY REQUIREMENTS

We value a range of competencies in our team members, including:

- Integrity
- Professionalism
- Achievement and Orientation
- Planning, Organizing, and Coordinating
- Team Cooperation & Commitment
- Results Focus & Commitment
- Decisiveness and Assertiveness
- Consultation & Interpersonal Relations

If you're excited to be a part of a dynamic team and believe you're the perfect fit for this role. We invite you to visit [www.trending-talent.com](http://www.trending-talent.com) alternatively, scan the QR code to apply by submitting your applications (cover letter including 3 referees, curriculum vitae and certified copies of qualifications) not later than 30th November 2023. Applications should be addressed to:

Head of Shared Services | National Development Bank | P O Box 225 Gaborone  
NB: ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO.



Gaborone  
P.O. Box 225, Gaborone  
Tel: 3952801  
Fax: 3909907

Francistown  
P.O. Box 282, Francistown  
Tel: 2416044  
Fax: 2416065

Call Centre: 360 4999  
ISF Customer Care: 360 4942

Palapye  
P O Box 10387, Palapye  
Tel: 4920552  
Fax: 4920551

Maun  
P.O. Box 453, Maun  
Tel: 6860316  
Fax: 6860645

ISO 9001

BUREAU VERITAS  
Certification

