

 <b>AIR BOTSWANA</b> <i>Going Your Way</i>	<b>HUMAN RESOURCES DIVISION</b>	<b>VOL IX, HR FORM No. 021</b>
		<b>ADVERT</b>

**AIR BOTSWANA IS A PARASTATAL ORGANIZATION IN BOTSWANA WHICH WAS ESTABLISHED BY AN ACT OF PARLIAMENT IN 1988 UNDER THE MINISTRY OF WORKS AND TRANSPORT.**

Air Botswana is the national airline and its strategy centers on people, process excellence and a strong customer focus. If you are passionate, have integrity, a team player who is results driven then you would be interested in applying for the following positions:

**DIRECTOR, CORPORATE SECRETARY AND GENERAL COUNSEL**

**MAIN PURPOSE OF THE JOB**

Reporting to the General Manager of the Corporation the candidate will be responsible for providing strategic legal advice, secretarial services to the Air Botswana Board , guiding and providing legal services to the Airline as a whole and mitigating all legal risks to the Corporation by ensuring legal compliance and proper contract management with a view to protect the rights and interests of the Airline.

**KEY PERFORMANCE AREAS**

The candidate will be responsible for:-

- Identifying with the broad Legal Services strategy and defining legal parameters in order to provide opinions and advice, effective contract services and litigation management.

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- Keeping abreast of legislative changes and Government requirements with respect to formulation of policies concerning Corporate Governance and dictating procedural applications for consideration and approval.
- Interpreting situational and contextual issues arising from relationships with key stakeholders research and provide advice/opinions to the Executive on the right approaches to managing the situation.
- Provide secretarial services to the Board.
- Ensure compliance with the procedures regarding accountability to the Government and maintain liaison with the Ministry and relevant Government authorities.

### **REQUIRED COMPETENCIES**

The candidate should have the ability to express and demonstrate:

- Excellent verbal and written communication skills and have proved skills in
- Good interpersonal relations and high level of confidence.
- Persuasiveness and good negotiating skills.
- Understand and comprehend the legal provisions enacted by Government of Botswana pertaining to the Airline industry and other related Acts.

### **POSITION REQUIREMENTS**

Degree in Law from a recognized University and post graduate qualification in a Legal or Commercial field

**AND**

A minimum of ten (10) years of legal experience, five (5) of which should be as a Corporate Secretary in a large business organization.

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All applications, comprehensive curriculum vitae and copies of relevant certificates and references should be sent to the following address on or before **15 April 2016**:

**Director, Human Resources**  
**Air Botswana**  
**P.O. Box 92**  
**Gaborone or [recruitment@airbotswana.co.bw](mailto:recruitment@airbotswana.co.bw)**

**Only shortlisted candidates will be contacted.**

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