



VACANCY CIRCULAR NO. 4 OF 2014

The Competition Authority is constituted in terms of Section 4 of the Competition Act of 2009. The main purpose of the Authority is prevention of, and redress for anti-competitive practices in the economy. The Authority requires the services of a knowledgeable, highly skilled and self-driven citizen to apply for the following position:

Position Title: Performance Improvement Coordinator

Main Purpose of the Job:

Reporting to the Chief Executive Officer, the job entails driving the strategic planning process, providing strategy implementation support to management and monitoring all strategic projects to meet the objectives of the Competition Authority. In addition to that, the position will be responsible for coordinating the development, implementation and evaluation of the overall performance management system of the Competition Authority and initiate business processes re-engineering which will enhance efficiency and the development of a high performance culture within the organisation.

Key Performance Areas

- Develop, review, and effective implementation of the Competition Authority Strategic Plan
 - Existence of clear linkages between the organisation's Strategic Plan and the Departmental and individual performance plans.
 - Existence of clear performance targets and measures for individual staff members
 - Availability of Departmental Annual Plans
 - Quality assurance on acceptable best practice and international standards on performance management and improvement initiatives and interventions
 - Regular and effective performance assessment for the entire organisation
 - High level overall organisational performance
 - Regular Departmental performance review reports
 - Regular individual performance review reports
 - Availability of performance measurement instruments
 - Timely preparation of the Authority's performance briefs
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Position Requirements

- Education: Bachelor's Degree in Social Sciences and Business related fields. Relevant Post-Graduate qualification will be an added advantage
- Experience: At least 7 years post qualification experience in a strategy planning and performance management and improvement role
- Technical expertise in Project Management, Balanced Scorecard and Strategic planning
- Competencies: Written Communication, Presentation Skills, Planning and Organising, Business Acumen, Judgement and Decision Making, Strategy

Remuneration and Terms: The above position is on permanent and pensionable terms. Competitive remuneration and terms as contained in the General Terms and Conditions of Service of the Competition Authority await the right and most suitable candidate.

Method of Application: Candidates who meet the requirements for the above mentioned position should apply and enclose a comprehensive curriculum vitae, certified copies of certificates, copy of Omang and at least two work related references from current or previous employers.

All applications should be addressed to:

**Chief Executive Officer
Competition Authority
Private Bag 00101
Gaborone**

Or Hand Delivered at:

Plot 28, Matsitama Road, Main Mall
Old BITC Building,
Behind South African High Commission

Applications sent by email or fax will not be considered. For more information regarding this position, please contact the Human Resources Office at 3934278.

Note:

The Competition Authority will enter into correspondence only with shortlisted candidates.

Closing date: Friday 23rd January 2015