

Citizen Entrepreneurial Development Agency (CEDA) is looking for high value talent that is results driven, innovative, highly ethical for the following positions:

### 1. HEAD, FINANCE AND ADMINISTRATION

#### Main purpose of the job:

Overall responsibility for financial reporting for the CEDA Group which includes: Development Fund, Guarantee Scheme, and the Equity Fund. The job encompasses budgeting, management of financial information, production of audited financial statements for the CEDA Group in accordance with IFRS, oversight of Administration function and responsibility for accurate management reporting to the Executive Committee and the Board to aid decision making.

The position reports to the Chief Financial Officer

#### Key Performance Areas:

- Compliance-Ensuring compliance and continuous updating of policies and accounting procedures in line with global changes to accounting standards
- Internal Controls – Development and adherence to sound internal controls to safeguard the assets of the Agency and ensuring minimal control failures
- Loans management: Management of the CEDA and Youth Fund portfolio to achieve a clean loan book and minimise customer queries
- Administration-Management and supervision of the Administration Section to ensure CEDA assets are safe guarded as well as ensuring provision of sound administrative functions to Client Service Centres and Head Office
- People Development: To facilitate training and career development of Finance and Admin staff
- Internal Controls – Development and adherence to sound internal controls to safeguard the assets of the company and ensuring minimal control failures
- Budgeting and Management Accounting (IFRS)
- Portfolio Accounting and Treasury
- Financial Accounting

#### Position Requirements :

**Education:** A University degree in Finance/Accounting/Commerce or equivalent, plus full membership of a recognized professional accounting body like ACCA or CIMA.

**Professional:** Membership of the Botswana Institute of Chartered Accountants

**Experience:** At least eight years accounting experience in a computerized accounting environment, of which three years must be at a managerial level, preferably in a financial institution. Working experience with SAP would be an added advantage.

#### Competencies

1. Strategic Leadership
2. Results orientation
3. Values and Ethics
4. Decisiveness and Assertiveness
5. Management of Financial Resources
6. Attention To Detail

### 2. SYSTEMS ANALYST – APPLICATIONS.

#### Main Purpose of the Job

Responsible for SAP Basis, SAP Security and Oracle DBA Manager providing SAP technical expertise to maintain and upgrade SAP technologies in Development, Quality Assurance and Production environment. Provides complex system-level support of multi-user operating systems hardware and software tools, including planning, managing, coordination, installation, configuration, maintenance and support of the CEDA application systems. Requires extensive knowledge of systems analysis. Designs and plans systems and serves as a Team Leader.

The position reports to the Head of Information Technology

#### Key Performance Areas:

1. Applications Systems Management.
2. Security and IT Audit Management.

3. Systems Implementation Project Management.
4. Oracle Database and SAP support Package Management.
5. ERP and Back-end upgrades
6. Disaster Recovery Management for SAP

#### Position Requirements

**Education:** Bachelor's degree in Computer Science/Information Systems

**Experience:** At least 5 years of experience that is directly related to the duties and responsibilities specified.

#### Competencies:

- Innovation and creativity
- Analytical thinking
- Interpersonal skills
- Values and Ethics
- Customer service orientation

### 3. PORTFOLIO EXECUTIVE-INSURANCE

#### Main Purpose of the Job

The Portfolio Executive-Insurance will support the Agency's insurable risk management strategy through the recommendation of relevant covers, management of the insurable book and management of claims. Preparation and presentation of reports on the level of cover versus the Agency's exposure on financed assets and resultant liabilities. The incumbent will also participate in sensitization initiatives and manage stakeholder relations.

The position reports to the Insurance Manager

#### Key Performance Areas

1. Assisting the Insurance Manager on the implementation of an Agency wide insurable risk management framework.
2. Participation in stakeholder (internal and external) sensitisation on insurance conditions, procedures and practises
3. Procurement of insurance quotations as well as recommendation of covers
4. Documentation, administration, monitoring and management of insurance claims as well as the recommendation of mitigating initiatives

#### Position Requirements

**Education:** A University degree or equivalent

**Professional:** Certificate of Proficiency

**Experience:** Minimum of two years relevant experience in the insurance industry. Considerable technical knowledge of insurance covers, practices, and procedures in Short-term and Long-term insurance.

#### Competencies:

1. Planning, organizing and coordination
2. Communication and Quality Report Writing
3. Relationship Building
4. Values and Ethics
5. Customer service orientation

All applications must include a comprehensive CV, summarizing details of current duties, with certified copies of relevant certificates.

#### Applications must be submitted to:

Head, Human Capital  
Citizen Entrepreneurial Development Agency  
Private Bag 00504  
Gaborone

or e-mail to: [recruitment@ceda.co.bw](mailto:recruitment@ceda.co.bw)

**Closing Date: 14th January, 2014**