

VACANCY ADVERTS

Citizen Entrepreneurial Development Agency (CEDA) is on the search to recruit for the services of exceptionally talented, business oriented, innovative and highly ethical individuals for the following positions:

1. Product Development Specialist
2. Research Specialist
3. Research Analyst
4. Strategy Specialist
5. Strategy Analyst

1. PRODUCT DEVELOPMENT SPECIALIST

Main purpose of the job:

Coordinate with internal teams and assist in the development of new products. The position is responsible for responding to the company initiatives for new products by research, development, monitoring and support of all aspects of a product lifecycle and its performance, including the creation and analysis of key processes from product conceptualization, design, development and distribution to ensure the development of demand driven products.

The position reports to Product Development Manager.

Key Performance Areas:

- i. Product Development & Management
- ii. Customer Focus
- iii. Innovation
- iv. Business Case Development
- v. Research Analysis
- vi. Product Impact Measurement

Competencies:

- Collaboration
- Innovation
- Service Orientation
- Business Acumen
- Effective Communication
- Product Development & management skills

Position Requirements

Qualification

A Bachelor's Degree in finance, banking, economics, statistics, business or equivalent.

Experience

A minimum of four (4) years post qualification experience in a related field preferably in a financial institution. Industry experience in product development is preferred.

Knowledge

Working knowledge of development bank of products, credit regulations and relevant economic trends and forecasts.

2. RESEARCH SPECIALIST

Main Purpose of the Job

The position will conduct statistical analysis, data mining and management and quality assurance to aide and inform business decision making on the performance of the Agency client portfolio. The incumbent will also be responsible for the timely implementation of internal demand-driven research, conduct SMME focused policy and regulatory impact assessments as well as the monitoring of the impact Agency's business development interventions.

The position reports to Research Manager.

Key Performance Areas

- i. Research Analysis
- ii. Business Reporting
- iii. Impact Assessments Industry & Regulatory Assessment
- iv. Economic and Financial Analysis
- v. Statistical Analysis and Data Quality Management

Competencies

- Collaboration
- Innovation
- Business Acumen
- Ethics & Professionalism
- Analytics and Value Creation
- Effective Communication
- Impact & Influence
- Service Orientation
- Sustainability Orientation

Position Requirements

Qualification : A Bachelor's Degree in Economics, Statistics, business or equivalent.

Knowledge : Extensive knowledge and understanding of Botswana's business and economic environment, institutional and regulatory framework and research methodologies.

Experience : A Minimum of four (4) years post qualification experience in a related field preferably in a financial institution. Industry experience in a banking, research, or investment environment with a strong background and exposure to research design and implementation is preferred.

3. RESEARCH ANALYST

Main purpose of the job:

The position will identify business opportunities and niche entry points for both potential and current customers through the conduct of both baseline and feasibility research along identified sectors and/or subsectors. This will also include the conduct of market and product research to aid the development of bespoke products and services guided by clear and well-informed business cases and business plans. Firm level performance research and performance assessment in an effort to incisively appreciate the sustainability and competitiveness of the Agency's clients is a critical output of the function.

The position reports to Research Manager

Key Performance Areas

- i. Research Analysis
- ii. Business Reporting
- iii. Product Knowledge & Translation
- iv. Industry & Regulatory Assessment
- v. Economic and Financial Analysis
- vi. Quality Management

Competencies:

- Collaboration
- Innovation
- Business Acumen
- Ethics & Professionalism
- Analytics and Value Creation
- Effective Communication
- Service Orientation
- Sustainability Orientation

Position Requirements

Qualification: A Bachelor's Degree in Finance, Banking, Economics, Statistics, Business or equivalent.

Knowledge: A firm knowledge and understanding of Botswana's business and economic and market trends, regulatory framework, product and market research methodologies is essential.

Experience : A Minimum of four (4) years post qualification experience in a related field preferably in a financial institution. Industry experience in a banking, research, trading or investment environment is preferred.

4. STRATEGY SPECIALIST

Main purpose of the job:

To facilitate the development and cascading of the organizational strategy, conduct regular performance management reviews and monitoring, ensure effective strategy communication and the implementation of appropriate change management interventions. The position will also play a critical role in the conduct of operational reviews as well as playing a substantial role in core business process optimisation within the Agency. The incumbent will also be expected to contribute to the execution of departmental operational reviews to provide further insight into the performance of the organization.

The position reports to Strategy Manager

Key Performance Areas

- i. Corporate Performance Management
- ii. Business Process Mapping & Optimization
- iii. Strategy Translation
- iv. Change Management Enablement
- v. Execution and Delivery
- vi. Problem analysis and Judgement
- vii. Business Reporting

Competencies :

- Collaboration
- Innovation
- Business Acumen
- Ethics & Professionalism
- Analytics and Value Creation
- Effective Communication
- Impact & Influence
- Service Orientation
- Sustainability Orientation

Position Requirements:

Qualification: A Bachelor's Degree in Finance, Banking, Economics, business or equivalent qualification in Strategy Management. A professional qualification or certification in Strategy Management, Performance Management or their equivalent is preferred (e.g. Balanced Scorecard)

Knowledge: Extensive knowledge and understanding of strategic management, business model optimization, change management and performance management.

Experience: A minimum of four (4) years post qualification experience in a related field preferably in a financial institution. Industry experience in a commercially oriented environment is preferred with relevant strategic management experience.

5. STRATEGY ANALYST

Main purpose of the job :

Periodically conduct organizational business model analysis to provide guidance on the market positioning of the Agency in line with market shifts and dynamics. The position will also be expected to carry out market intelligence gathering and analysis to leverage the competitive advantage of the Agency. To provide guidance and support to the Strategy Manager on the impact of its interventions, enterprise level analysis and sector performance. The position will also conduct and assist the Agency on its continuous improvement drive.

The position reports to Strategy Manager

Key Performance Areas

- i. Business Analysis
- ii. Market Intelligence
- iii. Change Management Enablement
- iv. Execution and Delivery
- v. Problem Analysis and Judgement
- vi. Business Reporting

Competencies :

- Collaboration
- Innovation
- Business Acumen
- Ethics & Professionalism
- Analytics and Value Creation
- Effective Communication
- Impact & Influence
- Sustainability Orientation

Position Requirements:

Qualification: A Bachelor's Degree in Finance, Banking, Economics business or equivalent. A professional qualification or certification in Strategy Management, Performance Management or their equivalent is preferred (e.g. Balanced Scorecard)

Knowledge: Extensive knowledge and understanding of strategy management, business analysis, change management and performance management.

Experience: A minimum of four (4) years post qualification experience in a related field preferably in a financial institution. Industry experience in a commercially oriented environment is preferred with relevant strategic management experience.

All applications must include a comprehensive CV, with certified copies of certificates and summary details of current duties as well as two professional references.

Director, Human Capital

Citizen Entrepreneurial Development Agency
Private Bag 00504
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or e-mail to: recruitment@ceda.co.bw

Closing date: **October 18, 2019**