

# BoMRA VACANCIES



## 1. ORGANISATIONAL DEVELOPMENT SPECIALIST

**REPORTING DIRECTLY TO:**  
**Director- HR & OD**

### **JOB PURPOSE:**

Your role entails coordinating organisational development programmes and interventions that enhance organisational transformation. You will also come up with organisational development initiatives in order to build employee capacity and enhance organisational effectiveness.

### **MAIN DUTIES:**

1. You will serve as a strategic partner to the executive and management teams by providing professional guidance to ensure continuous performance improvement.
2. Supporting the implementation of the organisational talent management strategy, performance management policy, behavioural competency framework, and employee reward and recognition programme.
3. Contributing to the design and delivery of OD, change management processes and solutions that support the goals of the Authority to become a high-performance organisation, including initiatives which promote learning and career development.
4. You will identify opportunities for organisational, team and individual performance improvement through undertaking internal diagnosis, process/system reviews, and employee engagement surveying to uncover the barriers to high-quality performance, and conduct external benchmarking to source leading practices.
5. Contributing to the design and facilitation of in-house learning events as required, working with the Office of Communication and Public Education to foster effective communication and consultation processes and to promote employee engagement.
6. Facilitating the annual performance plan and review processes, working with the managers to ensure consistency of

quality in performance management implementation.

7. You will contribute to the development and implementation of the coaching, mentoring and attachment programmes to support employee growth and development as well as implementing HR systems to ensure effective utilisation of the talent management modules available on the Authority's ICT platforms.

### **QUALIFICATIONS:**

You will need to possess a Degree in HRM, Industrial Psychology or a related field with 8 years of experience in Organisational Development.

### **COMPETENCIES:**

You will need the following competencies: Organisational skills, change management skills, event design and facilitation skills, employee performance management system coordination, ability to evaluate and research training options and alternatives, strong written and oral communication skills, including presentation skills, and excellent interpersonal skills are a necessity.

## 2. PROJECT ASSISTANTS - MEDICINES REGISTER UPDATE X2 (12 months fixed term)

**REPORTING TO: Manager- Human Medicines**

### **JOB PURPOSE:**

Your main responsibility is to ensure all approved medicines on the medicines register are appropriately updated.

### **MAIN DUTIES:**

The main responsibilities include implementation of the project plan through execution of the following tasks,

1. Draft communication to MAH to request required information
2. Receive and review received information from the MAHs
3. Capture the provided and correct information to update the entries on the register

4. Prepare draft progress reports for review and presentation to management
5. Contribute to the maintenance of the quality management system in the department by adhering to documented processes and ensuring an efficient and effective system of capturing, storing and sharing information with relevant stakeholders
6. Seek to achieve personal and team performance targets in accordance with project performance plans to ensure a high level of productivity and customer satisfaction.
7. Any other tasks, related to the project, as assigned by the supervisor

### **QUALIFICATIONS:**

Diploma in Pharmacy, no experience required

### **COMPETENCIES**

The key competencies for the role include proficiency in written and spoken English; interpersonal skills; attention to detail, and teamwork.

**If you have the above capabilities, meet the minimum requirements and believe that you can grow with BOMRA, kindly send your application, latest CV and certified copies of certificates and two(2) current referee's details to: [recruitment@bomra.co.bw](mailto:recruitment@bomra.co.bw)**

**Please indicate the Position applied for in the Subject of the email.**

**All application letters are to be addressed to:**

**Director- HR & OD  
P O Box 2  
Gaborone Station**

**Closing Date for Submissions: 18 July 2022. Only short-listed candidates will be contacted. If you are not contacted within 1 month from the closing date, consider your application unsuccessful.**