REPUBLIC OF BOTSWANA

CITF

MINISTRY OF HIGHER EDUCATION

ADVERT – EXECUTIVE DIRECTOR

Main Purpose of the Position

To provide overall leadership of the CITF and ensuring that it is developed into a flexible and responsive organisation that works closely with construction and allied industry and the community to meet the needs of stakeholders in line with national priorities, the CITF mandate and strategy. The role focuses on ensuring optimal stakeholder engagement, strategy execution and superior organisational performance.

Key Performance areas:

Policies and Strategies

- Drive the development of policies and strategies that improve the quality of rapid skills development.
- Drive the execution of the CITF strategy in accordance with the shareholder compact.
- Report periodically to the Board of Trustees and the line Ministry on the performance of CITF against set objectives as per the shareholder compact.

Stakeholder Management

- Develop and maintain effective strategic relationships with key stakeholders (including the public, industry, ministries, HRDC, BQA and other colleges).
- Ensure compliance with regulatory bodies e.g. BQA, BOBS, HRDC, among others.
- Develop a wide range of strategic alliances and/or relationships and networks locally, regionally and internationally in the skills development space.
- Assume ultimate responsibility and accountability for decision making through liaison with executive management and key stakeholders
- Represent the CITF at most executive levels locally, regionally and internationally.
- Chair the Executive Management Committee and other committees as directed by the Board of Trustees.
- Ensure the development of effective and innovative lobbying of industry and Government in order to promote the interests of the CITF.
- Work with partner institutions and other key stakeholders in the areas of skills development, CBMT and associated skills development services to improve the quality of CITF skills training
- Act as a champion and ambassador for the CITF both internally and externally.
- Build strong relationships with all allies of the CITF, community partners through community engagements and services.
- Champion all CITF's Corporate Social Responsibility (CSR) Programme development and implementation.
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Financial Management

- Ensure strict adherence to prudent financial management including annual budgeting and allocations.

Human Capital Management

- Provide strategic leadership and ensure the existence of policies to attract and develop talent, drive employee engagement, institute performance management and retain talent in alignment with set strategic objectives of the CITF
- Sponsors all major change management initiatives of the CITF Service Delivery.

- Oversee adherence to set service levels and standards of the CITF

Safety Health and Environment

- Demonstrate OSH applications requirements

General

- Undertake other such duties as directed by the Board

Training and Qualifications

- Master's degree in Vocational and Technical education, Economics, Business Administration or related field
- Degree in any Technical field, Business or any related
- Membership of a professional and internationally recognised institute will be an added advantage.

Relevant Experience

- Minimum of fifteen years at Director or Executive Management

Competencies

- Visioning and strategic direction
- Decision making
- Influence and impact
- Networking and relationship management
- Developing and empowering others
- Change management
- Financial awareness
- Team leadership
- Integrity
- Business acumen

Please apply to: -

The Board Chairperson
CITF Private Bag BO122,
Gaborone

Please apply enclosing all relevant certified copies of certificates, CV and referees by email:recruitment@citf.co.bw

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

CLOSING DATE: 9th May 2025