AIR BOTSWANA IS A PARASTATAL ORGANIZATION IN BOTSWANA WHICH WAS ESTABLISHED BY AN ACT OF PARLIAMENT IN 1988 UNDER THE MINISTRY OF WORKS AND TRANSPORT.

Air Botswana is the national airline and its strategy centers on people, process excellence and a strong customer focus. If you are passionate, have integrity, a team player who is results driven then you would be interested in applying for the following positions:

1. DIRECTOR, CORPORATE SECRETARY AND GENERAL COUNSEL

MAIN PURPOSE OF THE JOB

Reporting to the General Manager of the Corporation the candidate will be responsible for providing strategic legal advice, secretarial services to the Air Botswana Board, guiding and providing legal services to the Airline as a whole and mitigating all legal risks to the Corporation by ensuring legal compliance and proper contract management with a view to protect the rights and interests of the Airline.

KEY PERFORMANCE AREAS

The candidate will be responsible for:-

- Identifying with the broad Legal Services strategy and defining legal parameters in order to provide opinions and advice, effective contract services and litigation management.
- Keeping abreast of legislative changes and Government requirements with respect to formulation of policies concerning Corporate Governance and dictating procedural applications for consideration and approval.
• Interpreting situational and contextual issues arising from relationships with key stakeholders research and provide advice/opinions to the Executive on the right approaches to managing the situation.
• Provide secretarial services to the Board.
• Ensure compliance with the procedures regarding accountability to the Government and maintain liaison with the Ministry and relevant Government authorities.

REQUIRED COMPETENCIES
The candidate should have the ability to express and demonstrate:
• Excellent verbal and written communication skills and have proved skills in
• Good interpersonal relations and high level of confidence.
• Persuasiveness and good negotiating skills.
• Understand and comprehend the legal provisions enacted by Government of Botswana pertaining to the Airline industry and other related Acts.

POSITION REQUIREMENTS
Degree in Law from a recognized University and post graduate qualification in a Legal or Commercial field

AND
A minimum of ten (10) years of legal experience, five (5) of which should be as a Corporate Secretary in a large business organization.
2. DIRECTOR, COMMERCIAL

MAIN PURPOSE OF THE JOB
Reporting to the General Manager of the Corporation the candidate will be responsible for interpreting commercial/customer, financial, operational, Air Botswana strategic intent, developing and optimising trading approaches against competitors in order to create shareholder value thereby contributing to the growth of the economy of Botswana.

KEY PERFORMANCE AREAS
The candidate will be responsible for:

- Developing long term plans to facilitate the achievement of the Airline’s performance targets to ensure growth and sustained market share.
- Developing and overseeing the implementation of Commercial strategies aimed at realizing set sales revenue targets.
- Managing business and stakeholder relationships to ensure optimal Airline performance.
- Building Air Botswana Brand by developing airline value proposition that would effectively facilitate other sectors of the Botswana economy.

REQUIRED COMPETENCIES
The candidate should be an independent strategic thinker and have the ability to express and demonstrate:

- Commercial strategic leadership, manage financial performance and Airline revenue streams, negotiate and influence business and stakeholders including lobbying strategic business partners.
• Understanding of the changing Airline landscape and align the commercial operations to ensure that it remains competitive.
• Leadership and management of effective Public Relations campaigns to promote Air Botswana Brand resulting in tangible benefits to the Airline.
• Superior environmental awareness supported by strong analytical skills and ability to make decisions.
• Effective communication with customers and stakeholders.

**POSITION REQUIREMENTS**

Degree in Bachelor of Commerce or equivalent from a recognised University

**AND**

A minimum of ten (10) years in an Airline management environment of which at least five (5) years will have been in a senior position in Sales, Marketing, Business Development, Product Distribution or Financial departments within an Airline.

All applications, comprehensive curriculum vitae and **certified** copies of relevant certificates must be forwarded to the following address **not later than 30 November 2015**.

Director, Human Resources
AIR BOTSWANA HEAD OFFICE
Sir Seretse Khama International Airport
P.O. Box 92
Gaborone or recruitment@airbotswana.co.bw