



COUNTRY DIRECTOR BOTSWANA

If **IDM** can't teach you anything about General Management, you're exactly what they need!

About the Company

The Institute of Development Management (IDM) is an institution with a strong local and regional presence in Botswana, Lesotho and Eswatini (BLS). IDM's vision is to be a leading provider of quality and innovative management and organisational development services in SADC region and beyond by providing Management Development through Training, Education, Consultancy and Research. Since its establishment in 1974, IDM remains a relevant partner and a significant player in the education and training industry. The Institute has also made a notable contribution in the socio-economic transformation of the SADC region through its research and consultancy service offering. Through its variety of franchised and indigenous programmes that have a local, regional, and global reach IDM makes an impact. In addition to pre-service programmes, they also offer Executive courses tailor-made for senior management, middle management, and support staff to upgrade their competencies and enhance their commitment to lifelong learning. IDM further helps BLS governments meet their management needs and assist them make relevant policy decisions through research and consultancy services.

About the Opportunity

This is an Executive Management role responsible for the efficient and cost-effective management of the IDM country office (Botswana). It reports to the Regional Director and manages a team of professionals comprised of Head of Departments, Consultants, Human Resources and Administration Manager, Librarian, Finance Manager, Campus Quality Management Representative and IT Manager.

Key Tasks and Responsibilities:

Management

- Manages and coordinates a multi-disciplinary team at the IDM country office
- Delegates routine administrative matters and academic affairs to heads of sections and heads of academic departments
- Represents the country office at executive management meetings and IDM Board meetings

Policy Direction and Control

- Review and development of corporate policies
- Monitors the implementation of approved policies, systems
- Quality Control

Strategic leadership

- Contributes to the development of strategic plans
- Keeps abreast of environmental changes and developments which impact strategic direction/initiatives
- Develops business plans for the office and ensures the implementation of campus plans

Corporate Performance Management

- Provides leadership for the design, review and implementation of the performance management system
- Ensures that the Campus achieves corporate objectives and measures in terms of financial, customer, internal business processes, and growth and innovation
- Ensures that regular performance reviews are undertaken
- Personal Development planning

Budgeting and Budgetary Control

- Oversees the development of annual operational and capital budgets
- Authorises expenditure

Marketing and Public Relations

- Oversees the development and implementation of the country's marketing strategy
- Represents the organisation nationally at select events/forums etc. as well as promoting visibility at international events

Change Management

- Coordinates the implementation of approved change strategy and other change initiatives in the country office including the establishment and operation of high-performance teams

Eligibility Requirements

As an educational facility, the Institute values academic prowess and as such you will need a minimum of a Master's degree or equivalent qualification from a recognised institution, although a PHD qualification will

be considered more favourably. You will have a minimum of 15 years general management experience of which 3 years should have been gained in an executive management role.

Extensive managerial/supervisory experience in a tertiary level training institution is most desirable although experience gained within a private sector service industry will also be considered.

Key Competency Requirements:

For this role the following key competencies have been identified as critical for success:

- Strategic Thinking and Technical Expertise
- Critical and analytical thinking
- Highly developed PR and communication skills
- Team Leadership
- External Environment awareness
- Communication, influence and impact
- Planning and Resource Management

To apply for the position, please visit www.hrmc.co.bw and upload your CV and covering letter. This should be done as a single file (one document).

Confidential enquiries on this position may be directed to the Managing Consultant Sesaleteng Seabe at seabe@hrmc.co.bw

Closing Date: 22 October 2021