



Botswana Institute
for Development
Policy Analysis

VACANCY- EXECUTIVE DIRECTOR

The Botswana Institute for Development Policy Analysis (BIDPA) is seeking a talented high calibre leader to assume the role of its **Executive Director (ED)**. BIDPA was established by the Government of Botswana as an independent Trust and started operating as a non-governmental policy research institute or “**Think Tank**” in 1995. The institute evolved out of the expressed need to effectively link and harmonise economic policy analysis functions with national development efforts. BIDPA focuses mainly on research and policy analysis and capacity building in policy analysis. BIDPA’s vision is

To be a renowned policy research Institute in Africa

Key Responsibilities, Attributes and Skills

Reporting to the Board, the ED has the overall executive responsibility for leading BIDPA.

The ED shall, *inter alia*:

- Provide intellectual leadership and management skills required to guide the development of the Institute’s strategic and operational programmes.
- Develop and manage the substantive work programme for the Institute, including preparation of annual programme plans.
- Mobilize resources to ensure sustainability of the Institute.
- Promote links between BIDPA and relevant local and international Institutions through networking.
- Actively promote and market products and services of the Institute.
- Lead professional development of all staff through guidance, mentoring and training.
- Build local capacity in policy analysis within other organizations.

Essential Qualifications

- PhD qualification in a social science field, with substantial experience in the field of economic research and public policy analysis, and a minimum of five years at senior management level.
- Effective management skills to improve the efficiency of processes and service delivery.
- Substantial relevant experience as a researcher with significant, original and innovative contribution to economic and social development policies and strategies.
- Knowledge of the socio-economic landscape of Botswana and Southern Africa.
- Good understanding of contemporary economic and social policy issues

Tenure

BIDPA offers appointment on contract duration of 5 years for this position, with a possibility of renewal for another term on successful completion.

Applications

Applications should include:

- 1) A cover letter and Detailed Achievement CV.** It is recommended that where relevant, applicants show a list of publications categorized in refereed journal articles, books, book chapters, monographs, working papers, refereed/edited conference papers, unpublished reports. etc. Publications must contain a full list of co-authors, arranged in order of authorship, name of publishers, dates published and issues of publications.
- 2) A Personal Profile Statement (up to 1000 words).** As part of your personal statement describe your strengths in terms of specific achievements and areas of expertise which emphasise those technical and leadership areas of your key competencies and experience relevant to this position. You should also give an overview of your vision and performance excellence focus for BIDPA as a 'think tank' organization.
- 3) Certified copies of educational certificates, certified copy of Omang and Names and Addresses of three (3) referees.**

Applications should be sent to: Executive Director, REDMA (Pty) Ltd, P. O. Box 1809, Gaborone, or **Hand-Delivered** at REDMA (Pty) Ltd, Plot 115, Unit 13, Kgale Mews, GIFP or **Emailed To:** infojobs@redmaconsulting.com

Closing Date and Time for applications is 11 September 2020 at 16.00. Applicants not invited for an assessment within two months from the closing date may assume that their applications were unsuccessful.



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