

BOSETU

BOTSWANA SECTORS OF EDUCATORS TRADE UNION

Main Mall, Opposite European Union

Francistown

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Maun

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Teacher Pillar Of The Nation



VACANCY NO. 1 OF 2024

EXTERNAL ADVERTISEMENT

To further consolidate our commitment towards strategic organizational effectiveness and people development, BOSETU would like to invite suitably qualified, results-oriented, and self-driven individuals to apply for the positions described below and join professional teams driven by service excellence.

ADMIN OFFICER – LONG TERM INSURANCE

JOB SUMMARY

To provide administrative support services for Long-term Insurance to BOSETU clients to ensure the smooth functioning of the Office.

KEY RESPONSIBILITIES

- Compiles monthly submission-monthly salary deduction and submission for members to the underwriter.
- Captures new businesses, amendments, cancellations, and refunds.
- Underwrites Long-term insurance products.
- Process long-term claims, follow up with underwriters, and handle queries.
- Process refunds by calculating credit life refunds, handling queries, and maintaining records.
- Customer Service - Help clients over the counter and telephonically
- Ensures that all documents are filed according to the BOSETU filing system and kept safely.
- Carries out reinsurance placements, to ensure that up-to-date information is captured Assist with recommending and implementing risk management and/or risk mitigation measures to manage exposure related to Insurance Risk.
- Undertakes such other related duties as directed by Supervisor.

COMPETENCIES

- Customer service
- Effective Communications
- Teamwork
- Integrity
- Attention to detail
- Assertiveness and Decisiveness
- Strategic orientation
- Results oriented
- Interpersonal relations
- Initiative and proactiveness
- Diligence
- Computer literacy
- Office administration

POSITION REQUIREMENTS

- Bachelor's Degree in Insurance or Business related field.
- COP – Long-Term Insurance.
- 2 years' experience in the insurance industry.

SALES REP – MOBILE - FRANCISTOWN

JOB SUMMARY

Represents and sells the company's goods and/or services by visiting companies and obtaining orders. Promotes sales by introducing the products with the use of presentation/display techniques. Keeps immediate superior informed of competitor action and customer status. Is expected to achieve pre-set sales targets—in-depth knowledge of specialty products and their application.

KEY RESPONSIBILITIES

- Generates leads
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients
- Preparing weekly and monthly reports.
- Making sales representations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Understanding and promoting company programs.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records.
- Answering client questions about credit terms, products, prices, and availability.
- Undertake such other related duties as directed by the Supervisor.

COMPETENCIES

- Ability to influence at all levels.

- Strategic Thinker
- Results Driven
- Ethical and integrity
- Business Acumen
- Strong Communication skills
- Decisive
- Problem-solving
- Innovative and forward-thinking
- Ability to work collaboratively across all levels
- Marketing Concepts
- Sales Planning
- Competitive Analysis
- Understanding the Customer
- Client Relationships

POSITION REQUIREMENTS

- Bachelor's Degree/Diploma in Business or related field.
- PrDp License.
- At least two years post-qualification experience, in a comparable/corporate environment.

ADMIN ASSISTANT

JOB SUMMARY

To contribute to organizing, supervising, and controlling the provision of administrative support services to provide the cost-effective delivery of services in a conducive working environment in a department.

KEY RESPONSIBILITIES

- Responsible for the administration of the office.
- Record and update annuity billing.
- Receives and maintains correspondence and proper records.
- Prepares documentation as required for management of client data.
- Prepare for board meetings (board packs, boardroom bookings for meetings).
- Arrange travel and accommodation for board and staff members.
- Inform board members for regular planned meetings and workshops as required
- Maintains files for office records.
- Type letters or correspondences.
- Assist with customer service as and when the need arises.
- Undertakes such other related duties as directed by Supervisor.

COMPETENCIES

- Customer service
- Effective Communications,
- Teamwork
- Integrity
- Attention to detail
- Assertiveness and Decisiveness
- Strategic orientation
- Results oriented
- Interpersonal relations
- Initiative and proactiveness
- Diligence
- Computer literacy
- Office administration
- Attention to detail

POSITION REQUIREMENTS

- Diploma in Secretarial Studies.
- Higher National Diploma would be an added advantage.
- 2 years' experience, in facility management and a thorough understanding of administration issues is required.

APPLICATION INSTRUCTIONS

Applicants who meet the requirements may apply by emailing their application letter, CV, and certified copies of their certificates: recruitment@bosetu.org.bw

CLOSING DATE: 19th JANUARY 2024

Only shortlisted applicants will be responded to.

No hand delivered or posted applications will be accepted.