

## MANAGER, STRATEGY AND PROJECTS

### Job Purpose

Reporting to the Chief Executive (CEO), the position will be responsible for coordinating the formulation and development of the Gambling Authority corporate strategy based on pertinent economic, policy, and market research data. The role will ensure alignment of the Authority's strategy with national priorities, policies, and strategies that seek to promote the economic development of Botswana. The role shall also be responsible for executive coordination of the CEO's office.

### The Job

The incumbent will be responsible for, amongst others, the following:

### Policies and Strategies

- Develop policies and procedures that guide the formulation, development, and optimal implementation of the Authority strategy and management of strategic projects.
- Facilitate the formulation and development of the Authority's corporate strategy utilizing pertinent economic, policy, and market research data and/or information.
- Coordinate the cascading of corporate strategy to departmental and individual level using a standard cascading process.
- Oversee preparations for the annual strategy review session to test the efficacy of the Authority strategy and ensure the participation of all important stakeholders including the Executive Management, The Board, and representatives of the line Ministry.
- Assist the CEO in driving performance against Authority strategic initiatives.

### Project and Programme Management

- Manage all strategic projects and effective and efficient delivery.
- Ensure the effective execution programme is aligned with the benefit realisation structure defined in the business plans.
- Ensure the development of business cases for strategic projects with management, staff, and/or key stakeholders (projects sponsor).
- Develop and implement project selection and prioritization process along with project management methods and tools.
- Oversee the management of project resources in line with defined project management standards.
- Define and manage strategic risks.

### Market Research

- Participate in the review of policies, regulations, and processes that have an adverse effect on the investment climate and recommend improvements in incentives, company registration, licensing, access to land, and tax administration among others to the line Ministry.
- Oversee periodic market research and synthesis of information in a clear, meaningful manner that communicates pertinent industry and sector trends.
- Enable the Authority to access market intelligence that will support decisions pertaining to investments in selected sectors of the economy and opportunities in regional and international markets in collaboration with the Information Management and Systems Monitoring function.

### Stakeholder Relationship Management

- Develop and maintain strong relationships with management, staff, and other relevant stakeholders.
- Ensure accurate and timely dissemination of information from the office of the Chief Executive Officer to key stakeholders.
- Serve as critical thought partner of the Chief Executive Officer, Board, and Management team while providing social counsel and maintaining complete confidentiality.

### Monitoring and Reporting

- Monitor and report on the implementation of the Authority Strategy periodically as per the instruction of the Chief Executive Officer.
- Ensure the CEO is fully briefed on, and prepared for any engagements he is involved in.
- Supervise the analysis and reporting of current and predicted trends as well as target audiences in order to develop and/or improve responsible gaming activities accordingly.

## Monitoring and Reporting

- Ensure timely monitoring in the impact of responsible gaming initiatives for review by the Board, Executive Management, and other Authority departments for effective departmental communication.
- Ensure effective and strategic use of systems to store and manage relevant client information and oversee effective record keeping of related performance monitoring documentation.

## General Administration

- Represent the Executive by attending meetings in the Executive's absence and speaking for Executives.
- Provides integrated analysis and strategic consultation of organisational issues on behalf of the CEO.

## Academic Qualifications and Experience

The right candidate will possess a Bachelor's Degree in Business, Economics, Project Management, Strategy, or related field. Member of an internationally recognized strategy or project management institute will be an added advantage. At least eight (8) years' experience with five (5) in a management role. Experience in a regulatory environment will be an added advantage.

If you believe you are suitable for the role, please send your CV, certified copy of Omang, Certified copy of certificates, and application letter to the following address.

Email address: [recruitment@testrite.co.bw](mailto:recruitment@testrite.co.bw)  
Subject: **Manager, Strategy and Projects**

Applications Closing Date: **9th December 2023**

**ONLY SHORTLISTED CANDIDATES  
WILL BE RESPONDED TO**