

## **EXPRESSION OF INTEREST TO SERVE IN THE LEVY ON TECHNICAL DEVICES FUND MANAGEMENT COMMITTEE**

The Companies and Intellectual Property Authority (CIPA) is a parastatal under the Ministry of Trade and Industry (MTI). It was established with the aim to foster and facilitate the comprehensive protection of rights of investors and holders of rights acquired through the Companies Act, the Registration of Business Names Act, the Industrial Property Act and the Copyright and Neighbouring Rights Act.

Section 35G of the Copyright and Neighbouring Rights Act mandates a levy on both imported and locally manufactured technical devices capable of reproducing copyrighted materials. The funds collected from this levy are deposited into the Levy on Technical Devices Fund (LTDF), which is aimed at fostering growth of Botswana's creative sectors. The Permanent Secretary is the Accounting Officer of the Fund, the LTDF Management Committee, appointed by the Minister, administers the Fund, and the CIPA serves as the Secretariat.

**On behalf of the Accounting Officer, CIPA announces that opportunities exist for two (2) dynamic individuals with a background in film production and finance and accounting to serve in the LTDF Management Committee.**

### **Main purpose of the Committee**

The responsibilities of the LTDF Management Committee include issuing open calls, evaluating project proposals, and monitoring project implementation. Therefore, Committee Members are expected to participate in meetings and activities of the Management Committee.

### **Key responsibilities**

As part of the Management Committee, the Member shall contribute to the work of the Committee and participate in:

- a. the activities and meetings of the LTDF Management Committee;
- b. the development and adoption of guidelines and tools for awarding grants;
- c. the evaluation, selection and approval of project proposals to be funded;
- d. monitoring and implementation of funded projects through the Secretariat;
- e. ensuring that the Fund is audited in accordance with international auditing standards;
- f. the deliberation of all matters within the mandate of the Committee; and
- g. performing any other duties that may be assigned by the Accounting Officer.

Management Committee Members are expected to comply with policies contained in the Handbook of Policies for the Administration of the LTDF as approved by the Accounting Officer in December 2017 in accordance with Clause 5 (1) of the fund Order No 33 of 2022. Committee members are not eligible to apply for funding during their tenure and twelve (12) months thereafter.

### **Remuneration**

Committee members will receive sitting allowances in accordance with the **Presidential Directive CAB 30B/2023 REV.1 dated 05th December 2023 (amending Presidential Directive CAB 30B/2023 dated 27th November 2023)**. The number of sittings is subject to the need as shall be determined from time to time.

**Note: this is NOT a job/ employment opportunity but an indication of your interest to serve in the LTDF Management Committee.**

Interested persons are invited to submit a covering letter, Curriculum Vitae, proof of qualifications and experience, and contact details of at least two referees to [copyright@cipa.co.bw](mailto:copyright@cipa.co.bw). The expression of interest should be addressed as follows:

**Expression of Interest: Membership of the LTDF Management Committee  
Secretariat, LTDF  
Companies and Intellectual Property Authority  
P O Box 102, Gaborone**

**Enquiries:** Contact Ms. T. Raditloaneng at 3673704 or Ms. K. Daniel at 3673726 /3910

**Closing date for applications: 12<sup>th</sup> April 2024.**

Applicants who have not been contacted within one (1) month from the closing date should consider their application unsuccessful.

### **Qualifications, experience and knowledge required**

Interested individuals must:

- a. be a citizen of Botswana;
- b. have at least a degree with at least five (5) years' experience in
  - i. Television and Film production
  - ii. Finance and Accounting

c. a diploma and 10 years of experience may be accepted in place of a degree.

Additional experience and understanding of the creative industry is an added advantage.

### **Key Competencies**

- Willingness to dedicate time;
- Good written and oral communication skills both in English and Setswana
- Transparency
- Integrity
- Honesty
- Fairness
- Teamwork
- Analytical thinking