

## EXPRESSION OF INTEREST

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

The Companies and Intellectual Property Authority (CIPA), is a parastatal established to promote and enable the full protection of the rights of investors and right holders obtained under the Companies Act, the Registration of Business Names Act, the Industrial Property Act, and the Copyright and Neighboring Rights Act.

Section 35G of the Copyright and Neighbouring Rights Act provides for a levy to be imposed on imported and locally manufactured technical devices capable of reproducing copyright protected works. Collected funds are deposited into the Levy on Technical Devices Fund (LTDF), whose objective is to promote Botswana's creative industries. The Permanent Secretary to the Ministry of Investment, Trade and Industry (MITI) is the Accounting Officer of the Fund while the Copyright Department at CIPA serves as the Secretariat.

**On behalf of the Accounting Officer, CIPA announces that two (2) opportunities exist for dynamic individuals with a background in visual arts and drama & theatre to serve in the LTDF Committee.**

#### Main purpose of the Committee

The responsibilities of the LTDF 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 Committee.

#### Key responsibilities

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

- activities and meetings of the LTDF Committee;
- development and adoption of guidelines and tools for awarding grants;
- evaluation, selection and approval of project proposals to be funded;
- monitoring of implementation of funded projects through the Secretariat;
- ensuring that the Fund is audited in accordance with international auditing standards;
- deliberation of all matters within the mandate of the Committee; and
- performing any other duties that may be assigned by the Accounting Officer;
- Committee Members are expected to comply with policies contained in the Handbook for the Administration of the LTDF. 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 circular savingram ref **OPS 4/26/5 II (62) category B**, dated 23<sup>rd</sup> March 2017.

**Note: this is NOT a job/ employment opportunity but an indication of your interest to serve in the LTDF 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 [tmotlhaping@cipa.co.bw](mailto:tmotlhaping@cipa.co.bw) and [kdaniel@cipa.co.bw](mailto:kdaniel@cipa.co.bw). The expression of interest should be addressed as follows:

**Expression of Interest: Membership of the LTDF Committee Registrar General  
Companies and Intellectual Property Authority  
C/O Chairman of the LTDF  
P O Box 102, Gaborone**

**Enquiries:** Contact Ms.T.Motlhaping at **73227504** or Ms. K. Daniel at **3673726**

**Closing date for applications: 06th July 2021.**

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