

The Companies and Intellectual Property Authority (CIPA) is a parastatal established by an Act of Parliament, the Companies and Intellectual Property Authority Act of 2011, to promote and enable the full protection of the rights of investors obtained under the Companies Act, Registration of Business Names Act, Industrial Property Act, and the Copyright and Neighbouring Rights Act.

The Authority is positioning itself for the advancement of its mandate and is searching for some dynamic individuals to take up the following positions.

1. PROCUREMENT OVERSIGHT MANAGER

The position is responsible for provision of procurement advice to the Caretaker-Registrar General and procurement adjudication function at Companies and Intellectual Property Authority. In addition, the role requires ensuring compliance to procurement rules, providing strategic procurement direction, and contributing to shareholder value and aligning procurement activities with ESG.

Key Performance Areas

- Responsible for rendering procurement advice to the Accounting Officer / Adjudicators Procurement Advice;
- Ensures compliance to procurement rules, policies and procedures and develops procurement process maps for internal use;
- Carries out supply market intelligence and feeds information into procurement planning as well as contributing to procurement planning;
- Supports and guides the Procurement Unit Procurement advice and input;
- Conducts research on developments in best practices in procurement, identifying areas;
- Leads the development of Procurement and savings strategy;
- Develops tools for measuring procurement performance and ensures procurement contributes to growth shareholders value Supply chain performance matrix;
- Develops templates that can be used to support procurement activities (Internal procurement templates);
- Carries out reviews / pre-adjudication of tender documents, evaluation reports, contract;
- Leads in cascading procurement reforms and procurement practices within CIPA Client education;
- Ensures implementation of laws and policies set to empower categories, sectors, firms;
- Leads the use of SMART procurement tools;
- Ensures optimal performance of the entire supply chain process;
- Identifies expenditure leakages associated with procurement across the business, and;
- Audits the supply chain and embeds ESG (Economic, Social and Governance) in strategic procurement processes.

Qualifications

- Bachelor's Business degree or related degree plus CIPS Level 6 or degree in related field
- Master's degree (business or supply chain management) will be added advantage.

Experience

- A minimum of ten (10) years of relevant experience, four (4) of which should be at management level.

Competency Requirements

- Integrity
- Professionalism
- Achievement and Orientation
- Planning, Organising and Coordinating
- Team Cooperation & Commitment
- Results Focused & Commitment
- Decisiveness and Assertiveness
- Consultation & Interpersonal Relations

2. FINANCE MANAGER

The role provides strategic direction, plans, organises, implements, coordinates and controls the management of CIPA's accounting, financial management and procurement functions. To ensure that timely preparation and financial reports as well as to ensure the strict adherence to established accounting systems, procedures and standards.

Key Performance Areas

- Responsible for the preparation of monthly management accounts.
- Ensures compliance of financial statement with International Financial Reporting Standards
- Responsible for the overall development and management of the Authority's budget.
- Ensures prudent budgetary controls by establishing budget control mechanisms.
- Ensures that there is an efficient and effective financial control environment.
- Provides direction and influences business decisions through financial forecasts.
- Payroll management and administration.
- Ensures compliance with statutory reserve requirements.
- Responsible for the analysis of trends, results and reports.

Qualifications

- Bachelor's degree in accounting/finance, and associate membership of a recognised accounting body.
- Professionally Qualified with ACCA, CIMA or BICA

Experience

- Minimum of ten (10) years of relevant experience, four (4) of which should be at management level.
- Expert knowledge in all areas of financial management as well as in-depth understanding of procurement and supply chain management systems. Demonstrated knowledge of the latest developments in international financial/accounting management practices and standards.

Competency Requirements

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3. DATA PROTECTION OFFICER

The Data Protection Officer (DPO) is responsible for ensuring CIPA's compliance with data protection laws and regulations, including Botswana's Data Protection Act. The DPO will act as a central liaison in safeguarding personal data, mitigating data privacy risks, and fostering a culture of data protection across the organization.

Key Performance Areas

- Monitors organizational compliance with Botswana's Data Protection Act and other relevant regulations;
- Conducts Data Protection Impact Assessments (DPIAs) to identify and mitigate risks in data processing activities;
- Ensures proper documentation of processing activities, including maintaining a data processing register;
- Develops, implements and manages the Authority's data protection management framework;
- Audits the operations in line with the data protection framework to identify areas for improvement;
- Provides training on the Data protection Act for the Authority;
- Develops and enforces strong internal systems of controls to achieve compliance with data protection laws and international best practices;
- Advises senior management and employees on their obligations under data protection laws;
- Collaborates with IT, Legal, and operational teams to align data handling practices with regulatory requirements;
- Provides guidance on the development and implementation of data protection policies and procedures;

- Reviews all agreements and contracts relating to the Company's operational activities for compliance with data protection requirements;
- Develops and delivers training programs to educate employees on data privacy and protection best practices;
- Raises awareness across the organization about the importance of data protection and its impact on operations;
- Leads investigations into data breaches and ensure timely reporting to relevant authorities as required by law;
- Develops and implements procedures for detecting, responding to, and mitigating data breaches;
- Acts as the primary point of contact for data protection authorities and regulatory bodies, and;
- Manages data subject access requests and other inquiries from customers regarding their personal data.

Qualifications

- Bachelor's degree in Law, Information Technology, Enterprise Risk Management, Project Management, Business Administration or any other related field.
- Certification in Data Protection or Privacy (e.g., CIPP, CIPM, or CIPT) will be an added advantage.

Experience

- A Minimum of 5 years of experience in legal, compliance, risk management, data protection roles or any other related field.
- Demonstrated expertise in data protection laws and practices, including Botswana's Data Protection Act or other relevant experience.
- Experience working with cross-functional teams and managing data privacy initiatives.

Competency Requirements

- Strong understanding of data protection laws, principles, and best practices.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal skills.
- Ability to manage sensitive information with integrity and discretion.
- Proficient in drafting policies, reports, and other documentation

4. HEAD OF LEGAL AND BOARD SECRETARY

The role of the Head of Legal and Board Secretary is to develop a functional legal operating model as well as providing company secretarial services to ensure compliance with statutory requirements. To ensure that Board decisions are implemented and that the rights and interests of CIPA are protected. Serves as a liaison between the Board of CIPA, its advisory bodies, Registrar General and the public, ensuring that all matters are handled efficiently and effectively.

Key Performance Areas

- Leads and develops the legal function, ensuring alignment with strategic objectives and upholding the highest standards of legal compliance and corporate governance;
- Contributes to the development of CIPA strategy through the identification of legal risk;
- Develops and delivers strategic legal risk management initiatives;
- As a key member of the Executive Team, the role provides legal insights to inform strategic decision-making and policy development;
- Manages the legal team, thereby fostering a collaborative and high-performing environment;
- Ensures adherence to all applicable laws, regulations, and industry standards, proactively addressing compliance issues and implementing necessary changes;
- Leads in the creation and implementation of legal policies and procedures that support the CIPA's operations and strategic initiatives;
- Advises and collaborates with internal stakeholders, including senior management and various departments, you will navigate complex legal matters to support business objectives;
- Manages relationships with external legal counsel, regulatory bodies, and other relevant entities, as well as safeguarding the Authority's interests and;
- Provides legal training and guidance to colleagues, enhancing their understanding of legal principles and fostering a culture of compliance within the Authority.

Qualifications

- A law degree (LLB) from a recognised university, admitted to practice in the Courts of Botswana. Post-graduate qualification in commercial law/business field will be an added advantage.

Experience

- Minimum of ten (10) years' experience post qualification experience, five (5) of which as a practicing attorney. Experience as a Board Secretary, providing legal and Board secretary services to a large organization;
- Corporate Legal Expertise: Extensive experience in corporate law within publicly listed companies, including corporate governance, regulatory compliance, and shareholder relations;
- Subsidiary Management: Proven experience managing legal affairs for organizations with multiple subsidiaries across various jurisdictions, ensuring alignment with group policies and mitigating legal risks;
- Labor Relations: Demonstrated expertise in labour law, including handling union negotiations and workforce-related legal issues for large employee bases, and;
- Regulatory Compliance: In-depth knowledge of legal and regulatory frameworks with a track record of ensuring organizational compliance.

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5. LEGAL OFFICER

The role assists the Head of Legal and Board Secretary in delivering legal services economically and efficiently by collecting and organising all necessary data and records.

Key Performance Areas

- Assists with compilation and delivery of the Board and Board Committee packs;
- Reviews correspondence between the Authority and other parties;
- Provides legal assistance in drafting of contracts and other legal documents;
- Updates and monitors the Authority's contracts register;
- Updates Board Secretary on pending matters for the Board and Management;
- Assists in keeping and maintaining contractual agreements to which the Authority is a party;
- Ensures compliance with statutory and regulatory requirements around issues relating to Anti-Money Laundering/Countering Financing of Terrorism;
- Assists in providing legal research and legal opinion as may be required by the Authority;
- Assists in ensuring legal and regulatory compliance;
- Assists in managing all legal risk and compliance framework;
- Assists in processing of Appeals against the Authority, and;
- Ensures proper filling of minutes for the Board and Board Committees.

Qualifications

- A law degree (LLB) from a recognised university, admitted to practice in the Courts of Botswana.

Experience

- Minimum of 5 (five) years' experience post qualification working experience in a legal department of a reputable large public/private organisation.

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Interested candidates should forward comprehensive CV's, certified copies of certificates and at least three references to recruitment@cipa.co.bw not later than 1st September 2025

N.B Correspondence will only be entered into with successful candidates.