



BOTSWANA STOCK EXCHANGE VACANCY

BUSINESS SYSTEMS SPECIALIST

The Botswana Stock Exchange (BSE) is one of the leading stock exchanges in Southern Africa and plays an increasingly important role in the country's economic development. The BSEL wishes to recruit a dynamic **Business Systems Specialist** to join the Information & technology Department.

BUSINESS SYSTEMS SPECIALIST

Reporting to the Head of Information and Technology, the Business Systems Specialist shall assist with managing the core systems of BSE and CSDB and their databases as follows:

- a. Assists in developing procedures, forms, reports, and system documentation
- b. Configures hardware, software and databases utilised on core system and related servers.
- c. Assists in the review of the core business systems, databases performance, standards, guidelines and operational policies and procedures.
- d. Contributes to reviewing performance and utilisation associated with each infrastructure and environment as well as monitoring databases/systems performance issues and ensure continuous database availability.
- e. Contributes to the reviews and carries out the implementation and maintenance of backup and recovery strategies including DR site.
- f. Assists in the review, documents appropriate security guidelines and implements security mechanisms for all production systems.
- g. Ensures proper access levels are granted to respective ATS and CSD users based on their profiles, requirements and set/recommended standards and enables end-users to access management information systems.
- h. Performs database and software maintenance (upgrades and patches etc.) including proper licensing and first level support.
- i. Consolidates data from various systems and produces various scheduled and ad-hoc reports as required by internal and external stakeholders.
- j. Trains and provides technical direction to staff and participants/users as needed.

COMPETENCIES

- Analytical skills
- Communication Skills
- Quality / Results oriented
- Planning and organizing
- Interpersonal Skills
- Technical expertise

EDUCATION AND TRAINING QUALIFICATIONS:

The successful candidate should have a Degree in Computer Science, Information Technology or related field. Specialisation in the design, implementation and support of database systems will be an added advantage. DBA certification will be an added advantage.

JOB EXPERIENCE:

The candidate should have at least five (5) years of working experience as a Database Administrator.

If you meet the requirements of the above position, please email a complete application inclusive of CV, certificates & transcripts and the names of three non-related referees to;

Head of Finance and Administration
Botswana Stock Exchange Limited
e-mail: recruitment@bse.co.bw

Applications should reach the Botswana Stock Exchange Limited on or before **22nd September 2023**.

Note: The Botswana Stock Exchange Limited shall enter into correspondence with shortlisted candidates only.