



BOTSWANA STOCK EXCHANGE VACANCY

EXECUTIVE ASSISTANT

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 BSE wishes to recruit a dynamic professional to join the Office of the Chief Executive Officer (CEO) as **Executive Assistant** and help contribute to the development of Botswana's capital market.

EXECUTIVE ASSISTANT

Reporting to the Chief Executive Officer, the Executive Assistant shall assist with secretarial and administration assistance at an executive level to the Chief Executive Officer including the management and coordination of the functions of the Office of the Chief Executive Officer (CEO).

as follows:

- a. Managing the day to day operation of the office of the Chief Executive Officer.
- b. Assists with the administrative arrangements for meetings of the Board and ensures that papers are distributed on time
- c. Takes messages, answers routine questions and refers visitors or callers to other members of the executive team in the absence of the Chief Executive Officer as necessary
- d. Informs management and external stakeholders of scheduled meetings with the Chief Executive Officer.
- e. Maintains a calendar of appointments and ensures that all correspondents receive a reply.
- f. Performs a variety of clerical elements related to typed materials, such as filing, preparing mail, photocopying and faxing in the Chief Executive Officer's office
- g. Types a wide range of documents including creating & updating spreadsheets, power point presentations and reports
- h. Preparing itineraries, compiling and maintaining travel records and vouchers – keeping track of associated costs

- i. Coordinates arrangements for functions such as meals, dinners, ensuring that all logistics, food, audio visual equipment are available for these events
- j. Organize meetings and workshops i.e. facilitate meetings with stakeholders including travel, accommodation and documentation
- k. Undertakes other such duties as directed by the CEO.

COMPETENCIES

- Interpersonal and Communication Skills
- Managing Information
- Planning and Organizing
- Quality and Results Oriented

EDUCATION AND TRAINING QUALIFICATIONS:

The successful candidate should have should have a Higher National Diploma in Secretarial Studies.

JOB EXPERIENCE:

Applicants should have at least five (5) years' experience as a secretary with thorough knowledge and experience in office automation, communication equipment and office procedures.

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
e-mail: recruitment@bse.co.bw

Applications should reach the Botswana Stock Exchange on or before **26th October 2023**.

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