



Republic of Botswana

VACANCY ANNOUNCEMENT – DOCUMENTALIST / RECORDS MANAGEMENT OFFICER

The Embassy of the Republic of Botswana in Brussels, Belgium is seeking applications from qualified individuals for the position of Documentalist / Records Management Officer.

Qualifications Required

- Bachelor's Degree or relevant qualifications in the field
- Proficiency in written and spoken English and French (Dutch a plus)
- Management of archives
- Librarianship
- Interest in reading and research
- Excellent interpersonal and communication skills
- Fast learner, attentive to details, ability to prioritise tasks
- Intermediate IT skills with proficient knowledge of Microsoft Office Suite (Word, Excel, Powerpoint)

Job Summary

- (i) Classification, arrangements, distribution of all documents (official documents, books, periodicals, reports, newspapers, etc.)
- (ii) Research, publicity and management of the Embassy library
- (iii) Responsible for safe storage of all publicity material and publications, Decisions and Resolutions, and other official documents as part of archives
- (iv) Operates non-confidential registry
- (v) Responsible for preparation of non-confidential meeting documents
- (vi) Responsible for opening, registering, filing and distributing mail in the relevant files
- (vii) Assists Desk Officers with promotional and publicity events
- (viii) General administrative assistance

Remuneration and Benefits

The Embassy of Botswana is an equal opportunity employer and offers competitive salaries as well as ONSS Pension Benefits and additional private medical insurance.

How to Apply

For more information, contact the Embassy of Botswana at +32 2735 2070 or boteur@gov.bw.

Interested applicants can send their Curriculum Vitae (in English) by post to:

Ambassador
Embassy of the Republic of Botswana
Avenue de Tervuren, 169
1150 Brussels
BELGIUM

DEADLINE FOR APPLICATIONS: 30 APRIL 2019

