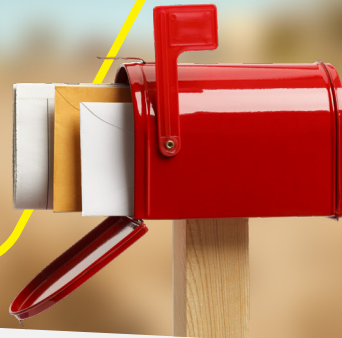


CAREER OPPORTUNITY



BotswanaPost seeks to deliver sustainable innovative business growth through people excellence and a commitment to provide exceptional customer experience whilst continuously building a high-performance and people-centered company that is fit to serve and fit to grow. The company invites suitably qualified, innovative, results-orientated, resilient and self-driven individuals to apply for the positions described below and join a team of professionals to drive service excellence;

GENERAL MANAGER – LEGAL & COMPANY SECRETARIAL SERVICES (GABORONE) -BPS 33/2/1 VOL.1 (59)

JOB SUMMARY

The GM-Legal & Company Secretarial Services is responsible for the effective and efficient management of the Legal unit, providing legal advisory services to the Board and its Committees and ensuring effective management of legal and reputational risks. The GM-Legal & Company Secretarial Services shall also support the office of the Company Secretary in the provision of board secretarial services.

This position directly reports to the Company Secretary.

POSITION REQUIREMENTS

Key Responsibilities;

- Provide general legal advice including recommending for the institution, defence or settlement of cases.
- Ensure effective management of all case files within the Company.
- Develop and implement legal and governance policies, frameworks, and standard operating procedures.
- Support strategic initiatives, mergers and acquisition, joint ventures, and corporate restructuring activities.
- Act as a trusted advisor to the leadership team on risk management and regulatory developments.
- Ensure effective management of all case files within the Company.
- Draft and prepare company wide contracts and all other legal documents to ensure that the interests of the Company are protected.
- Review all contracts entered into by the Company to ensure the continued protection of the Company's interests.
- Ensure statutory and regulatory compliance on all matters.
- As a legal expert, liaise internally with Line Managers and Heads of functions to guide and advise on the legal consequences of any proposed course of action.

- Monitor all potential and actual legal expenses of the Company to ensure reasonable spending.
- Review all new legislation likely to affect the Company and advice on the impact or likely impact of same on the Company, especially for non-compliance with the new requirements.
- Ensures the statutory compliance of all the Company's Board related activities, including but not limited to, registration of all new Board of Directors both locally and with other international institutions.
- Serve and support the Company Secretary, ensuring compliance with all statutory and regulatory obligations under the Companies Act and other relevant legislation.
- Organise and manage Board and Committee meetings, including preparation of agendas, notices, and minutes.
- Maintain statutory registers, records, and filings with regulatory authorities.
- Advise the Board on corporate governance practices, ethics, and compliance frameworks.
- Liaise with external parties for effective and efficient relationship management of the Company's Board members.
- Carry out all such other duties assigned from time to time in the interest of the Company and as directed by the Company Secretary.

QUALIFICATIONS;

A Bachelor of Laws Degree (LLB) from a recognised University and admitted to practice in any court of law in the Republic of Botswana.

EXPERIENCE;

- A minimum of five (5) years' experience in corporate legal work, civil litigation, contract negotiations and governance.
- Minimum seven (7) years of post-qualification experience, with at least five (5) years in a senior management or leadership role.
- Strong knowledge of corporate

law, governance and regulatory compliance.

- Proven ability to manage multiple stakeholders and lead high-performing teams.
- Excellent communication, negotiation, and strategic thinking skills.

KEY PERFORMANCE AREAS

- Legal risk management
- Litigation management
- Contract management
- Contract Drafting
- Contract negotiation
- Compliance
- Board Administration

COMPETENCIES;

- Interpersonal and communication skills
- Analytical skills
- Assertive and decisive
- Proactive and innovative
- Strong negotiation skills

BENEFITS;

BotswanaPost offers attractive salaries and benefit packages that are commensurate with qualifications and experience.

APPLICATION INSTRUCTIONS;

Only candidates who meet the above requirements need to apply by enclosing an application letter, detailed curriculum vitae, copies of certified certificates and Omang/ID to:

**Chief Human Capital Officer
BotswanaPost
P.O. Box 100
Gaborone**

OR email a complete application to:
recruitment@botswanapost.co.bw

All applications must be submitted on or before **21st November 2025**.

NOTE: Please note that we only contact shortlisted candidates.