



BOTSWANA BUREAU OF STANDARDS

Botswana Bureau of Standards is a parastatal organization established by an Act of Parliament. It has the responsibility of ensuring that products manufactured and imported into Botswana as well as services provided are of acceptable quality and its scope of activities include among others; preparations of national standards, inspection and testing, product and company certification, training, and dissemination of standards and quality related information.

EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified **Internal** candidates for the following position:

ASSISTANT PUBLIC RELATIONS OFFICER: VACANCY NO. 6/2010/11

Job Summary

The successful applicant will be expected to pro-actively manage internal coordination of information relating to the Bureau's aims, objectives and activities to enhance the effectiveness of the Bureau.

Minimum Job Requirements:

Education: Diploma in Public Relations or Degree or equivalent

Experience: A minimum of three years in Public Relations area for a Diploma holder and direct entry for a Degree Holder.

REMUNERATION

BOBS offers competitive and attractive remuneration packages to the most suitable candidates including Group Life Cover, Optional 50% Contributory Medical Aid Scheme, Contributory pension scheme (employee 5 % and BOBS 15% of basic pay), Workman's Compensation Cover, Personal Accident Cover, leave per annum and Non Guaranteed Loans (Housing, Personal and Motor Vehicle).

A detailed CV, names of three referees, and certified copies of certificates should accompany applications which should be clearly marked on the envelope the position and vacancy number applied for. Applicants are also advised to indicate their current salary packages. **BOBS will only enter into correspondence with short-listed candidates.**

Applications should be received on or before **23rd July 2010** and should be addressed to:

The Managing Director
Botswana Bureau of Standards
Private Bag BO 48
Plot 55745, Main Airport Road,
Block 8, Gaborone
Botswana

Or E-mail to: **recruitment@bobstandards.bw**