



WE ARE HIRING



The Botswana Public Officers' Medical Aid Scheme (BPOMAS) is the country's largest Medical Aid Scheme which provides its members with comprehensive medical aid cover and complementary value adding benefits. We are looking to fill the following positions:

Personal Assistant

Location: BPOMAS Office, Gaborone

Purpose of Job:

Reporting to the CEO, the Personal Assistant provides administrative support to the CEO, coordinates the CEO's calendar of events, plans and organises key activities including meetings. The role is responsible for correspondence handling ensuring due follow up on outstanding matters to ensure operational efficiency of the CEO's office and acts as the first point of contact for the Office of the CEO.

Key Responsibilities:

- Manage day-to-day operations of the Executive Office and maintain diaries.
- Prepare documents in the course of daily operations for the CEO's attention.
- Provide minutes for meetings as required.
- Manage receipt of updates from Heads of Departments to the CEO on performance and project timelines.
- Follow up relevant reports as instructed.
- Administer logistical arrangements in respect of travel, accommodation and transport.
- Organise and maintain files and records.
- Screen phone calls, respond to incoming emails/faxes/enquiries or requests.
- Assist with the administration and management of leave for the CEO's direct reports.
- Monitor and maintain office supplies/stationery.
- Organise meetings and coordinate all logistics.
- Coordinate internal meetings with employees.
- Conduct basic research as directed.

- Provide support in preparing Board Packs for the CEO's attention
- Liaise with clients and service providers as required,
- Provide support as needed to organise events and workshops.

Qualifications:

Degree in Business Administration or relevant field from a recognized institution of higher learning.

Experience:

Minimum two (2)- three (3) years working as a Secretary/ Personal Assistant or Office Administrator in a corporate environment, with fluent communication skills, written and spoken.

Skills & Competencies

- Organizational Agility
- Planning, Organization and Coordinating skills
- Customer Orientation
- Results Orientation
- Stakeholder Management
- Basic Administration Skills
- Record Keeping
- Microsoft Office

Interested applicants should submit their applications (Cover Letter, Curriculum Vitae (CV), Qualifications and references) to recruitment@bpomas.co.bw

Interested applicants must send their application letter citing the advert.

For more information on the vacancies click on the link: <https://www.bpomas.co.bw/jobs-tenders>

The closing date for all positions is **6th January 2025 at 1230hrs**. Only shortlisted candidates will be contacted.