



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 for highly driven and motivated professionals to fill the following position:

PROJECT MANAGEMENT SERVICES CONSULTANT

Location: BPOMAS Office, Gaborone

BPOMAS is looking to hire a Project Management Consultant for a three (3)-year fixed period. The Consultant is expected to facilitate implementation of BPOMAS Group Strategy and Annual Business Plans. We are looking for an individual consultant (not a Company) with more than ten (10) years' experience in Project Management and/or Strategy Execution.

Terms of Consultancy:

The Project Management Consultant is responsible for coordinating the implementation and review of the BPOMAS Group Corporate Strategies, including the Expansion Strategy, facilitate development of Annual Business Plans in line with the Strategy and effective monitoring thereof. Further, to coordinate and monitor organisational performance and lead the Scheme in execution of all strategic development initiatives through project Management. The role reports to the Head of Business Development.

Key Responsibilities:

- Lead in execution and/or review of Group strategy.
- Coordinate Strategy Execution by BPOMAS Management; development and execution of Group business plans to drive high performance, service excellence and growth.
- Act as a single point of contact on the achievement of objectives of the strategic plan and for all information on implementation of initiatives thereof.
- Coordinate project implementation in line with approved strategic initiatives and ensure alignment. Provide guidance on necessary frameworks (templates and processes) and interventions to ensure delivery of all initiatives on time and budget.
- Cascade the strategic plan and ensure that the Scheme's mission and philosophy are embedded in divisional performance plans. Communicate and provide updates on various initiatives and their benefits to all internal stakeholders and monitor activity to ensure they are included in yearly performance plans.
- Research background information of best practices in implementation of strategic planning initiatives.
- Analyze and interpret data to support the strategic planning process and to evaluate initiatives, recommend revisions to plans and initiatives to improve effectiveness.
- Coordinate and collaborate with other business units and/or contracted third parties to gather, research, analyze and summarize data to inform business strategies and plans.

- Monitor business performance for BPOMAS and BPH which include ongoing performance analysis and reporting.
- Identify areas requiring improvement (strategy improvements); evaluate reports from business units based on information on areas that need improvements and recommend corrective measures in consultation with divisional heads.
- Coordinate and collaborate with relevant business units and/or contracted third parties, compile and analyze reports on market economic information for strategic planning.
- Monitor implementation of the annual plans; produce reports for management on the overall Schemes business performance which include ongoing performance analysis and reporting.
- Initiate Projects in line with company strategy, monitors and provide updates in line with agreed timelines. Monitor and manage projects budgets, quality, and risk.
- Manage project performance reporting to the Head Business Development and Project Owner.

Qualifications:

Bachelor's Degree from a recognised reputable institution of higher learning, or related discipline Post graduate qualification in strategy or project management is an added advantage.

Experience:

- Minimum ten (10) years' relevant post qualification experience in performance monitoring, knowledge management and strategy coordination within depth knowledge of Botswana's economy.
- Experience of controlling project budgets.

Skills & Competencies

- Cross Group Collaboration
- Organisational Agility
- Stakeholder Management
- Project Management
- Strategy Execution
- Research and Analytical Skills
- Commercial Effectiveness
- Business Orientation

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

A vacancy reference must be made when applying.

The closing date for all positions is **28th October 2024 at 1700hrs**. Only shortlisted candidates will be contacted.