



Ref: BRCS/305.2.2

March ,2019

### VACANCY NUMBER 1 OF 2019

The Botswana Red Cross Society is a National Society that was established by an Act of Parliament in 1968, as an organization auxiliary to government in the humanitarian field.

The auxiliary mandate of the BRCS as stipulated in the Red Cross Act demands that it plays a pivotal role in complimenting Governments efforts in social services, disaster management and health services. BRCS service provision aims at preventing and alleviating human suffering, protecting life and health, and restoring dignity of the most vulnerable communities in times of peace and war.

The BRCS invites suitable qualified citizens to apply for the position of;

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#### **REHABILITATION TECHNICIAN (1 in Francistown and 1 in Sefhare)**

##### **MAIN PURPOSE OF THE JOB**

Assist with provision of rehabilitation services to patients and people living with disabilities under supervision of a Supervising Therapist designated by the National Society, in accordance with state health regulations

##### **KEY PERFORMANCE AREAS**

1. Implement rehabilitation plans for learners in the Centre as directed by the supervising therapist
2. Locate people living with disabilities in the community, assess their needs, and develop individual rehabilitation plans.
3. Provide guidance to people living with disabilities with respect to primary health care, home environment and the recommended rehabilitation plan.
4. Address local community/groups on disability prevention and awareness
5. Develop strong community relationships and networks with associated professionals, and other relevant bodies in order to share resources and cooperate on joint ventures.
6. Maintain inventory of department equipment and supplies
7. Facilitate the smooth functioning of the department to which assigned by performing administrative tasks and clerical duties
8. Document and maintain patient records that reflect patient treatment

##### **KEY ATTRIBUTES**

1. Knowledge, skill and experience in participatory methods for community development
2. Good listening and communication skills
3. Diplomacy and assertiveness, ability to control and discuss sensitive issues
4. Planning and Organizing
5. Computer skills

## **QUALIFICATIONS**

Certificate/Diploma in Rehabilitation or a related field

## **EXPERIENCE**

At least 3 years relevant experience

### **ADMINISTRATIVE ASSISTANT (Tlamelong Rehabilitation Centre – Tlokweng)**

#### **MAIN PURPOSE OF THE JOB**

To manage, maintain and direct incoming and outgoing correspondence, and provide administrative support.

#### **KEY PERFORMANCE AREAS**

1. Attend to visitor enquiries about the Centre and the Society and its products or services and also direct clients to educational information that will be helpful to them.
2. Handle all guest complaints and inquiries in a courteous and efficient manner.
3. Direct visitors to their destinations and arrange meetings & appointments.
4. Ensure that any emergency clients are offered immediate attention if at all possible.
5. Keep appointment book accurately filled in.
6. Keep an updated record of all donations.

#### **KEY ATTRIBUTES**

1. Time management
2. Integrity and trustworthiness
3. Composure
4. Good ethics and values

## **QUALIFICATIONS**

Diploma in Business Studies, Management or equivalent  
Valid Driver's license

## **EXPERIENCE**

At least 3 years relevant experience and must be familiar with customer service principles

### **PRE-SCHOOL TEACHER AIDE (1 in Francistown and 1 in Sefhare)**

#### **MAIN PURPOSE OF THE JOB:**

To implement developmental programmes for children so as to stimulate their growth, supervise children and to provide a safe and secure environment for children.

#### **KEY PERFORMANCE AREAS**

1. To plan and implement activities to meet the physical, emotional, intellectual and social needs for the children in the program.

2. Provide adequate equipment and activities and ensure equipment and the facilities are clean well maintained and safe at all times.
3. Provide various experiences and activities for children and ensure that children are supervised all the times.
4. Observe children, make note of progress and integrate special needs for children in a positive and respectful manner Encourage children's independence and promote good social behavior.
5. Keep records of significant parent interactions
6. Promote literacy and early education

#### **KEY ATTRIBUTES**

1. Ability to exercise patience when working with children with special needs
2. Ability to follow instructions
3. Sign language skills

#### **QUALIFICATION**

Certificate in Early Childhood or related field  
Sign language knowledge will be an added advantage

#### **EXPERIENCE**

Three (3) years' experience teaching at pre-school level.

**Remuneration:** BRCS offers an attractive remuneration package and benefits commensurate with qualifications and experience

#### **Benefits:**

- Optional Contributory Medical Aid Scheme (BRCS pays 50% and employee pays 50%)
- Group Life Assurance and occupational disability cover
- Group Personal Accident

#### **APPLICANTS SHOULD PROVIDE THE FOLLOWING DOCUMENTS:**

- Detailed curriculum vitae
- Two work related references
- Certified copies of certificates
- Certified copy of a valid Identity Card (Omang)
- Certified copy of Driver's License

#### **CLOSING DATE:**

If you consider yourself the best candidate for the position, please send the required documents on or before 22<sup>nd</sup> March 2019

**SECRETARY GENERAL  
BOTSWANA RED CROSS SOCIETY  
P.O. BOX 485  
GABORONE**

**NOTE THAT COMMUNICATION WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES.**