BOTSWANA TECHNOLOGY CENTRE (BOTEC)

Delivering Tomorrow's Solutions Today

VACANCY **DIRECTOR OF RESEARCH AND DEVELOPMENT**

Main purpose of the job

To coordinate, plan and manage the science and technology research agenda in accordance with international research standards and best practice, and the priority core research focus and policies of the organization. Promote the organization's research and development agenda resulting in international recognition as a centre of excellence in science and technology creativity and implementation.

Qualification

PhD in an appropriate scientific discipline such as science, engineering or technology.

Experience

At least ten years of experience in research in any of the areas above or similar related disciplines with a recognized track record of academic and applied research. Experience in the coordination and management of research laboratory processes is essential.

Competencies

- Scientific team leadership
- Critical thinking and innovation
- Assertiveness and decisiveness
- Resource management and results focused
- Scientific analytical thinking skills
- Effective communication, impact and influence of research and development strategies

Benefits and Remuneration

BOTEC offers attractive working conditions and remuneration commensurate with qualification and experience. The above post is for 2-3 years renewable contract. BOTEC is currently being restructured and retooled, and as such offers excellent opportunities for growth and creativity.

Application letters with a full CV, certified copies of academic credentials (certificates) and names of 3 referees, should be sent not later than 30th June 2009 to:

Chief Executive Officer
Botswana Technology Centre
Private Bag 0082
Gaborone, Botswana
Tel: (+267) 3914161/3607500
Fax: (+267) 3974677
Website: www.htbotswana.com/botec

BOTEC
Botswana Technology Centre

BOTSWANA TECHNOLOGY CENTRE

POSITION PROFILE

Position Title: DIRECTOR OF RESEARCH AND DEVELOPMENT JD: BTC 2

Main Purpose of the Job:

To coordinate, plan and manage the science and technology research agenda in accordance with international research standards and best practice, and the priority and policies of the organization. Promote the organization's research and development agenda resulting in international recognition as a centre of excellence in science and technology creativity and implementation.

Key Performance Areas

1. Establishment and implementation of internationally recognized research standards and procedures in the area of science, engineering and technology.

2. Development and implementation of research programmes in accordance with national priority focus areas for research and development.

3. Initiation of programmes targeted at stimulating the creation of new products, processes, services and supporting infrastructure and platforms in the domain of Research and Development

4. Initiation of research projects which enhance the reputation of the organization and contribute to the development of processing industries and utilization of Botswana's natural endowments.

5. Assessment of emerging international scientific and technology challenges and trends and their impact on the country's R&D Agenda

6. Competencies in training and development of Staff.

Organizational Relationships:

Reports to:	Chief Executive Officer	
Accountable for:	Research and Development Programmes including Staff	
Number of staff:		
Liaises with:	Internally:	Director - Corporate Services, Directors, Managers & Heads of Divisions
	Externally:	The Public, research institutions, suppliers, clients, relevant Government authorities, international agencies, universities and the private sector.

Authorities & Dimensions

Financial:	Manages budget and authorizes expenditure within delegated limits
	Authorizes requisitions
	Prepares research budgets and estimates
Assets:	Recommends the acquisition and disposal of equipment on research and development
Human:	Makes recommendations on recruitment of core research Staff Evaluates performance and recommends performance based pay rewards Recommends promotions and training of research staff Counsels and disciplines staff in accordance with the laid down procedures.

Position Requirements

Education:	PhD in an appropriate scientific discipline such as science, engineering or technology.
Experience:	At least ten years of experience in research in the above areas or similar related discipline with a recognized track record of academic and applied research. Experience in the coordination and management of research laboratory processes is essential.
Competencies:	Scientific team leadership Critical thinking and innovation Assertiveness and decisiveness Resource management and results focused Scientific analytical thinking skills Effective communication, impact and influence of research and development strategies

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Core Activities and Accountabilities

Policy and Strategy Formulation

Participates in the development of the organisation's strategic policies and objectives to optimise the utilisation of research, science and technology and the promotion of the development and uptake of appropriate technologies:

1. Generates strategy and policy options to optimize the utilization of the organisation's research capabilities

2. Identifies and motivates areas of research and priorities in the achievement of the organisation's mandate, Vision and Mission.

3. Recommends the adoption of organizational structures and arrangements which will enhance operational efficiencies and cost effectiveness of the research agenda.

4. Recommends broad areas of research and the development of capacity in specialized technology areas to complement the capabilities of the organization.

Research Standards and Quality Assurance

Establishes and ensures the implementation of research standards, processes, practices and procedures which will enhance the organisation's acceptability as part of the international research community, and puts in place processes and procedures to quality assure research and development activities:

1. Develops, and ensures the implementation of international research standards, policies and procedures and ensures such procedures are documented.

2. Monitors implementation of research procedures and develops appropriate quality assurance measures to prevent non-compliance.

3. Develops and ensures implementation of research safety procedures and policies to prevent any potential litigation against the organization.

4. Liaises with research institutions on the adoption of standards and procedures to ensure that the organization is acknowledged as a world leader in science and technology research.

Coordination and Management of Research Activities

Initiates, manages and coordinates the organisation's research and development activities in accordance with the agreed priorities, Vision and Mission and Board directives:

1. Establishes and drives the key technology research mission of the organization

2. Formulate strategies for the operation of international alliances that will enhance Botswana's competitiveness as a result of innovation, research and development.

3. Initiates work within the public and private sector research organizations to develop a coordinated approach towards international cooperation.

4. Participates in the coordination and formulation of long-term national research strategies to facilitate collaboration between the public sector, private sector and academia.

5. Encourages increased investment and involvement of the private sector in innovation, research and development in science and technology.

6. Maintains an international market segment database with respect to technology, research and development.

7. Analyses the long term business, research agenda, technological and social trends and monitors the convergence of issues, implications and related sectors.

8. Identifies potential research and development projects and activities and coordinates the preparation of research and project proposals for implementation.

9. Networks closely nationally, regionally and internationally to promote the organisation's research agenda and development capabilities.

10. Participates in the preparation of research budgets and negotiates for funds and finances to carryout the research agenda of the organisation.

11. Establishes research and development priorities, work plans and targets and monitors research and development work to ensure adherence to standards, milestones and client briefs as agreed.

12. Reviews and comments on research findings and makes suggestions for further research work to enhance quality of work and verifies findings by ensuring that results are acceptable and validated.

13. Puts together multi-disciplinary research teams and coordinates teams' research and development work.

14. Ensures that all research results are properly documented and prepares patent applications to patent products and technologies in accordance with the IP Policy of the organization.

15. Liaises with clients and presents research results and findings; negotiates on royalties, based on the organization's IP Policy, as a result of creativity and inventions.

16. Monitors utilisation of resources and ensures optimal resource allocation for the research programmes.

Staff Development and Training

Ensures that an effective programme for research and staff development and training is in place and assists in the mentoring of staff:

1. Ensures the availability of skilled and experienced research scientists and engineers as required by the organization.

2. Promotes the public understanding of science, technology and innovation, and identifies key technology skills gaps and produces skills development plans.

3. Reviews staff development programmes and individual research projects and mentors staff to optimize their potential.

4. Evaluates staff performance and provides counseling and advice to maximize staff contribution to the organisation's research agenda.

5. Assists in finding suitable academic, technical and skills development programmes to enhance human resource capacity and capability of the organization.

Position Title: Director of Research & Development JD: BTC 2

Acts for the Chief Executive Officer as may be required and directed.

UNDERTAKES SUCH OTHER RELATED DUTIES AS DIRECTED BY THE CHIEF EXECUTIVE OFFICER.

Prepared by:	Dr.Edson T. Selaolo...	CEO.....	.....	08/05/2008
	Name	Designation	Signature	Date
Approved by:	.....	.....	.....	.....
	Name	Designation	Signature	Date
Received & Accepted by:	.....	.....	.....	.....
	Name	Designation	Signature	Date