

CAREER OPPORTUNITY



BotswanaPost seeks to deliver sustainable innovative business growth through people excellence and a commitment to provide an exceptional customer experience whilst continuously building a high-performance and people-centred company that is fit to serve and fit to grow. The company, through its subsidiary PosoInsure, invites suitably qualified, innovative, results-oriented, resilient and self-driven individuals to apply for the position below;

BUSINESS DEVELOPMENT MANAGER – POSO INSURANCE PI 6/1/1 VOL.1 (44)

JOB SUMMARY

The Business Development Manager is responsible for the identification and development of innovative Poso Insurance business opportunities; driving growth and market penetration through innovative sales strategies and channel optimisation. This role also includes ensuring compliance with industry regulations and delivering exceptional customer service to sustain client satisfaction and trust.

This position directly reports to the Principal Officer – Poso Insurance

POSITION REQUIREMENTS

Key Responsibilities

BUSINESS ACQUISITION AND EXPANSION

- Optimises revenue opportunities and achieves targets by growing a portfolio of existing clients and acquiring new clients for both long and short-term insurance.
- Ensures achievement of budget for individual, group (brokered and non-brokered), and affinity portfolios.
- Provides oversight of competitive intelligence gathering, including analysis of market positioning and trends, and anticipates opportunities to ultimately ensure that PosoInsure's product and service proposition is competitive.
- Prepares sound business proposals with clear cost, revenue, profitability and improved customer service delivery.
- Delivers exceptional service through proactive, innovative and appropriate solutions.
- Provides sales support efficiencies and services in order to ensure retention of clients.
- Develops innovative value propositions and focuses on new as well as cross-sell opportunities.

COMPLIANCE

- Complies with governance in terms of risk and audit requirements.
- Ensures Understanding of the regulatory environment and knowledge of insurance
- Ensures understanding of regulatory frameworks, including TCF, AML/CFT, and PPR.

PEOPLE MANAGEMENT

- Provides guidance and oversight to the sales team
- Leads, coaches, and motivates a team of Business Development Officers to consistently exceed targets.
- Plans and manages performance and culture of sales team to improve business

STRATEGY EXECUTION

- Works closely with senior leadership to execute growth strategies.
- Develops and implements sales and marketing strategy.
- Initiates and executes business development plans.
- Builds and maintains strategic relationships with internal and external parties to support the sales strategy.
- Ensures preparation and management of the cost and revenue budgets for the business
- Evaluates business or service delivery opportunities to establish profitability and benefits to the customer.
- Structures business development proposals and compiles proposals for presentation at the relevant committees.

RELATIONSHIP MANAGEMENT

- Creates and maintains relationships with Underwriting, Corporate and Affinity Partners.
- Maintains relevant relationships with internal stakeholders within Botswana Post business.

QUALIFICATIONS

- A Bachelor's Degree in Business Administration, Insurance or any business discipline.
- Certificate in Long-Term and Short-Term Insurance.
- Member of a recognised insurance body.

EXPERIENCE

A minimum of seven (7) years' working experience within the Insurance industry with prior industry-related business development experience at a managerial level.

COMPETENCIES

- Financial and business performance
- Client-centric
- Action oriented
- Strong planning and organisation skills
- Good negotiation, interpersonal & communication skills
- Entrepreneurially minded and commercial skills
- Proactive & innovative
- Good problem-solving Skills

BENEFITS

- PosoInsure offers attractive salaries and benefit packages that are commensurate with qualifications and experience.

APPLICATION INSTRUCTIONS

Only candidates who meet the above requirements need to apply by enclosing an application letter, detailed curriculum vitae, copies of certified certificates and Omang/ID to:

Chief Human Capital Officer
BotswanaPost
P.O. Box 100
Gaborone OR email a complete application to: recruitment@botswanapost.co.bw

All applications must be submitted on or before 9th June 2026.

NOTE: Please note that we only contact shortlisted candidates.