

# CAREER OPPORTUNITY



BotswanaPost is on a journey to excellence with the aim to build a high performance and people centered organization that is fit-to-serve and fit-to-grow. The organization invites suitably qualified, innovative, results orientated and self-driven individuals to apply for the position described below and join a team of professionals to drive revenue growth, profitability and business excellence.

## VALUE CENTRE GENERAL MANAGER x 2 (VC SOUTH ADMIN OFFICE AND VC NORTH ADMIN OFFICE) - BPS 33/2/1 VOL.1 (61)

### JOB SUMMARY:

Transform our Value Centre network into profitable, customer-centric service hubs while achieving ambitious revenue targets and operational excellence. You will be the architect of growth, responsible for driving business acquisition, maximizing profitability, and delivering exceptional customer experiences.

The position reports to **Chief Postal & Courier Services Officer**.

### POSITION REQUIREMENTS

#### KEY RESPONSIBILITIES:

##### 1. REVENUE GROWTH & PROFITABILITY

- Drive aggressive revenue growth across all Value Centre services
- Achieve annual revenue targets through strategic business acquisition
- Optimize revenue streams through market analysis and performance monitoring
- Own Profit and Loss (P&L) responsibility with full budget accountability
- Control operational costs while investing in growth opportunities

##### 2. BUSINESS ACQUISITION & DEVELOPMENT

- Secure new corporate, Small and Medium - sized Enterprises (SME), and government contracts
- Build high-value customer relationships with key accounts
- Lead business negotiations and close deals within authority limits
- Develop robust sales pipelines with clear conversion strategies
- Identify and capture new market opportunities

##### 3. OPERATIONAL EXCELLENCE

- Ensure operational efficiency across all Value Centre locations
- Implement performance management systems with clear Key Performance Indicators (KPIs)

- Conduct regular performance audits and drive continuous improvement
- Manage technology infrastructure to support business growth
- Lead and develop high-performing teams

#### COMPETENCIES:

- Strategic Leadership
- Business Acumen and Business Development
- Financial Management
- Stakeholder Management
- Analytical Thinking
- Results Orientation
- Digital & Technology Orientation
- Team leadership Managing and Organizing
- Decisive and Assertive
- Negotiating and Communication Pro-active, Initiative and Innovation

#### QUALIFICATIONS & EXPERIENCE:

- Degree in Business Administration, Retail Management or equivalent.
- Minimum 5 years' business experience in retail, courier, logistics, or related industries.
- 3-5 years' senior management experience with Profit and responsibility.
- Proven track record of achieving revenue growth and profitability targets.

#### APPLICATION INSTRUCTIONS

Only candidates who meet the above requirements should apply by enclosing a cover letter and detailed Curriculum Vitae addressed to:

**Chief Human Capital Officer Botswana Post**  
P.O. Box 100  
Gaborone

OR email a complete application to: **recruitment@botswanapost.co.bw** clearly stating the position applied in the subject box.

All applications must be submitted on or before **15th July 2026**.

**NOTE:** Only shortlisted candidates will be contacted.

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