

CAREER OPPORTUNITY



Botswana Post 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 service excellence.

IT PLATFORMS & SYSTEMS MANAGER- BPS 33/2/1 VOL.1 (60)

JOB SUMMARY

Lead BotswanaPost's Platform & Systems function, ensuring optimal functionality of business systems, and integrated platforms that power the organization's digital-first strategy are reliable, secure, and built to scale.

You will drive the formulation and implementation of the Platform & Systems strategy cloud adoption, platform engineering practices, and containerized application delivery aligned to the enterprise architecture target state, partnering closely with the Infrastructure function for the underlying compute, network, and data centre layer.

The position reports to **General Manager, Information & Technology**.

POSITION REQUIREMENTS

Key Responsibilities;

1. STRATEGY & GOVERNANCE

- Contribute to the IT roadmap and medium to long-term strategic plan, with a primary focus on platform modernization, cloud adoption, and digital-first delivery models
- Draft policies, standards, and procedures governing platform engineering, infrastructure-as-code, and containerized deployments, ensuring new systems align to the enterprise architecture target state
- Develop annual business plans for platform and systems services aligned with the IT Strategic Plan
- Perform cost-benefit and ROI analysis for proposed platform, systems, and application investments

2. OPERATIONS & DELIVERY

- Own the performance, availability and integration of BotswanaPost's digital platforms and business systems including core application estate across cloud and hybrid environments.
- Direct the design, deployment, and support of containerized and cloud-native workloads, partnering with the Infrastructure function for underlying compute, network, and data centre capacity
- Ensure platform and system incidents are resolved within prescribed SLA targets
- Champion platform engineering and DevOps practices CI/CD, automation, and self-service capability to accelerate delivery across the organization

3. FINANCIAL & TEAM LEADERSHIP

- Develop annual capital and recurrent expenditure budgets for platform and systems services, factoring in cloud consumption models
- Manage operational cloud and platform consumption costs and forecast capacity growth in line with digital adoption
- Lead, coach and develop the Platform and Systems team's technical capability in modern application and platform engineering disciplines

COMPETENCIES;

- People Management and Leadership
- Financial Management
- Strong Communication and Interpersonal Skills
- Strong Organization, Management and Coordination Skills
- Analytical / Troubleshooting Skills
- Assertive, Proactive and Decisive
- Innovativeness
- Negotiation Skills

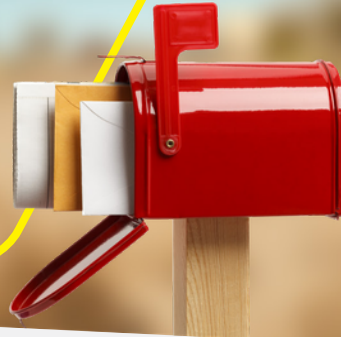
QUALIFICATIONS & EXPERIENCE;

- Bachelor's degree in Computer Science, Information Technology, or related field. Cloud, platform engineering, or enterprise architecture certifications (AWS/Azure/GCP Solutions Architect, TOGAF, CKA) an added advantage.
- Minimum 6 years' experience in a Platform & Systems or application platform environment, 4 of which in a supervisory/management capacity.
- Hands-on experience with containerization/orchestration (Docker, Kubernetes), cloud platforms, and Infrastructure-as-Code/DevOps toolchains across business-critical systems.
- Proven experience running platform, systems, and cloud migration projects for digital or financial services platforms.

BENEFITS;

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

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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 clearly stating the position applied in the subject box.

All applications must be submitted on or before **29th of September 2026**.

NOTE: Please note that we only contact shortlisted candidates.

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TEAM LEADER IT SUPPORT- SYSTEMS ADMINISTRATOR – BPS 33/2/1 VOL.1 (61)

JOB SUMMARY

Administer and maintain BotswanaPost's server, systems, and platform environments spanning on-premise, virtualized, and cloud infrastructure – in support of the organization's digital-first strategy, including the digital wallet and core business systems.

You will ensure day-to-day system availability, security, and performance, while building capability in modern platform and cloud administration practices as BotswanaPost's technology estate continues to modernize.

The position reports to **IT Platforms & Systems Manager**

POSITION REQUIREMENTS

Key Responsibilities;

1. SYSTEMS ADMINISTRATION & SUPPORT

- Install, configure, and maintain server operating systems (Windows Server, Linux) supporting business applications and platforms
- Perform routine system maintenance, including patching, updates, and capacity monitoring, to ensure platform stability and uptime
- Administer user accounts, access rights, and directory services in line with security policy
- Provide second-line support for system and platform incidents, escalating complex issues to the Platform & Systems Manager

2. SECURITY, CLOUD & PLATFORM ENABLEMENT

- Implement and monitor system security controls, including endpoint protection, backup, and patch compliance
- Support the administration of cloud and hybrid infrastructure components as BotswanaPost's platforms migrate to modern, containerized environments
- Assist in the deployment and monitoring of applications running on virtualized and cloud-hosted platforms
- Support disaster recovery testing and execution for systems under your administration
- Implement & support enterprise messaging technologies (GWS, Microsoft etc)

3. COMPLIANCE & CONTINUOUS IMPROVEMENT

- Maintain accurate system documentation and configuration records for audit and compliance purposes
- Contribute to automation of routine administration tasks (scripting, basic Infrastructure-as-Code) to improve operational efficiency
- Participate in knowledge-sharing and skills development to build capability in modern platform and cloud administration practices

COMPETENCIES;

- Strong Technical and Troubleshooting Skills
- Attention to Detail
- Strong Communication and Interpersonal Skills
- Time Management
- Analytical Thinking
- Assertive, Proactive and Decisive
- Team Player
- Customer Service Orientation

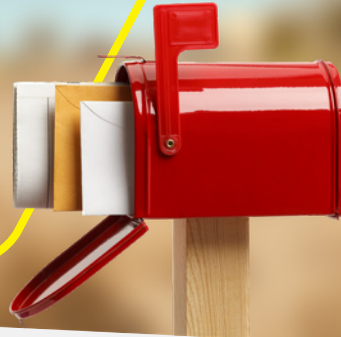
QUALIFICATIONS & EXPERIENCE;

- Bachelors degree in Computer Science, Information Technology, or related field.
- Microsoft, Linux, or cloud fundamentals certifications (MCSA, RHCSA, AWS/Azure/GCP Fundamentals) an added advantage.
- Minimum 4 years experience in a systems administration or IT support environment.
- Hands-on experience administering Windows Server and/or Linux environments, including patching, backups, and user administration.
- Exposure to virtualization, cloud platforms, containerization (Docker, Kubernetes), or basic scripting/automation is an added advantage.

BENEFITS;

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