BoMRA VACANCIES

The Botswana Medicines Regulatory Authority (BoMRA) is a dynamic, fast-paced organization committed to the regulation of human and veterinary medicines, medical devices, and Complimentary medicines & cosmetics. We are driven by our core values of Integrity, Excellence Client Focus, Transparency, and Collaboration, with which we foster a high-performance culture that encourages collaboration and professional excellence. Joining BoMRA means being part of a team that prioritizes continuous learning and a positive impact on public health. We are looking for enthusiastic individuals to join our team in the following areas.

LEGAL OFFICER

JOB PURPOSE

To support the Legal and Corporate Secretary in ensuring that the Authority and its Board comply with statutory and regulatory requirements under the Medicines and Related Substances Act and other applicable laws. The Legal Officer will provide legal advisory services, support governance and Board secretarial functions, and contribute to enforcement activities to safeguard the Authority's mandate and interests.

KEY RESPONSIBILITIES

1. **Legal Advisory & Compliance:** Provide legal opinions, guidance, and advisory support on matters affecting the Authority; draft, review, and interpret contracts, agreements, and other legal instruments; ensure adherence to applicable legislation, regulations, and governance standards.
2. **Litigation & Dispute Resolution:** Assist in managing litigation and dispute resolution processes for and against the Authority, ensuring that the Authority's legal interests are protected.
3. **Legislative & Policy Support:** Contribute to the development, review, and implementation of the Medicines and Related Substances Act, its regulations, and other relevant legal or policy instruments that impact the Authority's mandate.
4. **Governance & Board Support:** Assist with the delivery of Board and Committee secretarial services, the preparation of governance documentation, and the implementation of sound corporate governance practices.
5. **Risk & Enforcement:** Support the development and execution of legal risk management, compliance frameworks, and enforcement mechanisms, including investigations and collaboration with courts, government agencies, and other stakeholders.
6. **Research & Capacity Building:** Undertake legal research to support decision-making, keep abreast of developments in law and regulation, and contribute to the development of internal guidelines, manuals, and training to strengthen institutional capacity.
7. **Administration & Custodianship:** Maintain custody of the Authority's legal and governance documents, including contracts, agreements, title deeds, and the official seal.
8. **General Support**: Perform any other related duties within the scope of the role to support the Authority's objectives.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

The incumbent must possess an LLB Degree from a recognised institution plus at least 5 years' experience in providing Legal services in a corporate environment. Previous experience in a regulatory environment is an added advantage.

COMPETENCIES

- The incumbent is required to have the following competencies:
- Legal & Regulatory Competence: Strong knowledge of corporate, commercial, and regulatory law; ability to interpret and advise on legislation, regulations, and contracts.
- Governance & Strategic Alignment: Understanding of corporate governance frameworks and Board secretarial practices; ability to contribute to policy development and organisational compliance.
- Analytical & Problem-Solving Skills: Critical thinking, sound judgment, and strong legal research capabilities.
- Communication & Interpersonal Skills: Effective written and oral communication; strong stakeholder engagement; high integrity and discretion.
- Organisational & Result Orientation: Strong planning, organisational, and time management skills; ability to work independently and collaboratively; commitment to quality outputs.

KEY ESSENTIAL SKILLS REQUIRED FOR THE ROLE INCLUDE THE FOLLOWING:

- Legal drafting, review, and advisory services.
- Litigation management and dispute resolution.
- Policy and regulatory development support.
- Governance and Board secretarial administration.
- Legal research and statutory interpretation.
- Risk assessment, compliance monitoring, and enforcement support.
- Leadership, teamwork, and stakeholder engagement.

If you believe that you have the above capabilities, meet the minimum requirements, and would like to grow with BoMRA, kindly send your application, latest CV, certified copies of certificates, and two (2) current referees' details to: recruitment@bomra.co.bw

Closing Date for Submission: **22 October 2025**. Only short-listed candidates will be contacted.

Plot 112, International Finance Park, Gaborone
Private Bag 2, Gaborone Station, Botswana
+267 373 1727/20 Toll Free : 0800 600 216

info@bomra.co.bw
Botswana Medicines Regulatory Authority
www.bomra.co.bw