

JOB ADVERT CAREER DEVELOPMENT OPPORTUNITY

SOS Children's Villages; www.sos-childrensvillages.org is an international non-governmental social development organisation that has been active in the field of children's rights and committed to children's needs and concerns since 1949. In 133 countries and territories, our activities focus on children without parental care and children of families in difficult circumstances. In Botswana SOS Children's Villages operates on three (3) locations, Tlokweng, Francistown and Serowe.

We work on family-based, long-term care of children who can no longer grow up with their biological families. We also support disadvantaged families to prevent crisis that can in the worst-case scenario, lead to children being placed in out of home care. Our family strengthening programmes build families' and communities' resources, on their ability to organise themselves and on their responsibility for the well-being of the children

Are you looking for a challenging job? Are you **compassionate, hardworking** and do you like **teamwork**?

This vacancy is for you!

We are seeking a qualified, experienced, and passionate individual to join our leadership team as a **General Assistant in Francistown**.

Purpose of the Position

To provide general administration, cleaning, general reception and occasional messenger support services to ensure the smooth day-to-day operation of the Project. The incumbent will maintain a clean and safe working environment, assist with clerical duties, provide relief services at reception when required, and undertake any other assignments as directed.

Key Responsibilities

1. Cleaning and Facilities Support

- Clean offices, reception areas, meeting rooms, kitchens, restrooms, and other designated areas.
- Surface sanitation and mopping of designated areas.
- Maintain and update a daily cleaning checklist.
- Replenish cleaning supplies, toiletries, and refreshments as needed.
- Efficient waste collection and disposal.
- Report maintenance issues, damages, or safety hazards to the supervisor.
- Assist with the setup and cleaning of meeting rooms before and after meetings.

2. Clerical and Administrative Support

- File, scan, photocopy, and distribute documents as required.
- Assist with data entry and updating records.
- Collect mail from the post office, sort and distribute incoming mail and courier deliveries.
- Support the administration team with routine office tasks.
- Maintain office supplies and assist with stock control.
- Prepare documents and materials for meetings and training sessions

3. Reception Relief Duties

- Provide reception cover during breaks, leave periods, or when required.
- Welcome and direct visitors in a professional and courteous manner.
- Answer, screen, and direct incoming telephone calls.
- Receive and record deliveries and visitors.
- Maintain a tidy and professional reception area.
- Assist with meeting room bookings and visitor coordination.

4. General Support

- Assist with office events, meetings, and special projects.
- Support departments with general operational requirements.
- Perform any other duties reasonably assigned by management within the scope of the role.

Qualifications, Skills, and Experience

Qualifications and Experience

- Minimum of a Botswana General Certificate of Secondary Education (BGCSE) or equivalent.
- Valid Class B Driver's License with a clean driving record.

Experience

- At least 2 years' experience in office cleaning, clerical work, driving, and reception duties will be an added advantage.

Skills and Competencies

- Good communication and interpersonal skills.
- Basic proficiency in Microsoft office.
- Ability to multitask and work with minimal supervision.
- Good organizational and time management skills.
- Professional appearance and customer service orientation.
- Passion for working with children and youth.
- Reliability, honesty, and attention to detail.
- Ability to maintain confidentiality.
- High level of integrity and professionalism.

How to Apply

If you believe you are the right candidate for the above position, please send your detailed curriculum vitae (CV), application letter, references, and photocopies of academic certificates to Recruitment.SOS@sos-botswana.org not later than **17th June 2026**.

“SOS Children’s Villages has zero tolerance for neither sexual exploitation, harassment, and abuse nor fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class. SOS Children’s Villages complies with all applicable laws governing non-discrimination in employment.”

This position involves working with an NGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV.

SOS Children’s Villages in Botswana is an equal opportunity employer and is committed to safeguarding children. All successful candidates will be subject to thorough background and reference checks and only shortlisted candidates will be responded to.