



HUMAN
RESOURCE
DEVELOPMENT
COUNCIL
of BOTSWANA

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The Official NewsLetter

Insight

Issue No. 16 April 2021

2019 TERTIARY EDUCATION STATISTICS RELEASED

Dissemination of the 2019 Tertiary Education Statistics

THEME: STREAMLINING THE USE OF DATA IN EDUCATION PLANNING



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I am delighted to bring you this quarter's newsletter. The 2020/21 Financial Year came to an end on the 31st March 2021 and it has been a very unusual year due to the effects and challenges posed by COVID-19 on the socio and economic environment of our country. In spite of the numerous difficulties that we faced this year, we have made progress on several issues.

As a way of observing the COVID -19 protocols and adapting to the 'New Normal', the Human Resource Development Council (HRDC) had to customise the implementation of the

Working From Home Arrangement which permitted decongestion of HRDC offices by allowing staff to work from home on rotational basis, a feat which has been implemented successfully.

Furthermore, a number of achievements have been realised in the past Financial Year and the main one being the Launch of the Jobseekers Database that was held on the 17th November 2020 on BTV and the launch was conducted by Dr Raphael Dingalo, Chief Executive Officer HRDC, Ms Naledi Mosalakatane, Director from the Directorate of Public Service Management (DPSM) as well as Mr Claude Mojafi, Permanent Secretary in the Ministry of Employment, Labour Productivity and skills Development.

In an effort to engage HRDC stakeholders through the electronic platforms, the Marketing and Communications Unit facilitated a series of radio and television interviews mainly because working with the media can help to inform and educate different stakeholders, inspire people about new organisational programmes

and initiatives or even explain poorly-understood issues. Therefore, HRDC continued to utilise print (newspapers, magazines) and electronic media (Television and Radio) to reach out to target group or audience. Furthermore, HRDC fully utilised its digital marketing platforms such as Facebook, Twitter, LinkedIn as well as its website.

Improving the look, feel and content of our newsletter is very valuable to us, hence we seek feedback on the same and kindly email to marketingcomms@hrdc.org.bw. To learn more about products, services and programmes offered by HRDC, kindly visit our website (www.hrdc.org.bw), Facebook page (Botswana Human Resource Development Council), Twitter account (@BotswanaHRDC).

Enjoy the read.

Faith Tuelo

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2019 TERTIARY EDUCATION STATISTICS RELEASED



From Left to Right: Dr Burton Mguni - Statistician General presenting during the release of 2019 TE Statistics, Dr Raphael Dingalo - CEO (HRDC) and Dr Tlamelo Sekambo - Director (DSRDI, HRDC)

Real-time and good quality data are the foundation of all organisational systems, as such the Human Resource Development Council (HRDC) in collaboration with Statistics Botswana (SB) saw it fit to launch the 2019 Tertiary Education Statistics Report. This was also to ensure that data is well disseminated to strategic stakeholders so that they adequately utilise it to inform policy and programme development, improvement, strategic planning and advocacy within the education and training sector. The launch, in a form of a Webinar was held on the 4th March, 2021, and was one of the specific interventions aimed at advocating for the use of Tertiary Education Statistics data.

The webinar was held under the theme 'Strengthening the Use of Data in Educational Planning'. The presentations from the webinar are available on our website on www.hrdc.org.bw.

Furthermore, the webinar sought to advocate for optimum utilisation of the tertiary education indicators as baseline

statistics for further research, strategic planning and policy development. The participants included, Policy Developers, Planners, Researchers and the Public.

Some of the key highlights of the Webinar regarding Tertiary Education Indicators, was the transition rate from senior secondary to tertiary education level. It was reported to have been slightly above 50 percent across the years from 2012 to 2015 and declined to 40 percent in 2016, reaching 30 percent in 2017 and increased to 51 percent in 2018. It indicated that approximately 50 percent of secondary school leavers accessed tertiary education annually from 2012/13 to 2015/16 and 2018/19.

According to the report, the Gender Parity Index (GPI) for Enrolment ranged from 1.2 in 2012/13 to 1.5 in 2018/19. However, the GPI for students enrolled in Science and Technology programmes was below one i.e. ranging between 0.76 and 0.88. The GPI of above one indicates a higher proportion of females

than males enrolled in tertiary education institutions, whereas the parity of 0.76 to 0.88 indicates that the proportion of females enrolled in science and technology programmes is below that of their male counterparts.

The participation in Tertiary Education rate declined from 21.3 in 2014/15 to 18.5 in 2018/19. Whereas projections suggest a continual decline of this rate in the next years to 2026/2027. This suggests possibilities of the country not being able to meet the 2026 tertiary education participation rate (25 percent) set in the 2008 Tertiary Education Policy (TEP).

The Tertiary Education Output reveals that it is mainly Undergraduates, with only about five (5) percent being Masters and PhD graduates. Social Sciences continues to have highest proportion of the overall graduates with lower proportion of graduates in Science and Technology programmes. Agriculture constitutes the lowest proportion of graduates over the years.

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With regards to the Integration of Jobseeker Databases into Labour Market Information System (LMIS), it was discussed that the integration of the databases intends to gauge the skills supply and skills demand in the Labour market and inform policy makers on such.

Furthermore, this creates a one-stop-shop platform for the interaction of jobseekers and potential employers. Thus, enhancing job matching for job-seekers to find work and for employers to fill vacancies. The

integrated databases are; Unemployed Graduate Database (UGD) which used to be hosted by the Directorate of Public Service Management (DPSM); the Job Seekers Database at Ministry of Employment, Labour Productivity and Skills Development (MELSD); as well as the Unemployed Graduate Teacher Database which used to be at the Ministry of Basic Education (MoBE).

In conclusion, it was emphasised that there is critical need for reliable statistics to ensure evidence - based decision-making (policies, programs and projects).

Furthermore, stakeholders within the education and training sector were urged to concertedly join hands to ensure the sector's contribution to Botswana's socio-economic development. Thus, encouraged to enhance on planning and use statistics to ensure on informed decision-making.



HRDC PARTICIPATES AT THE VIRTUAL UNITED NATIONS JOB SUMMIT

The Human Resource Development Council (HRDC) in embracing the digital age, on the 15th - 18th March, 2021 participated at the virtual United Nations (UN) Job Summit which was a collaboration between the Government of Botswana and the UN Secretariat (office of Human Resources Staffing Diversity & Outreach Section). This was the second job summit hosted by the Ministry of International Affairs and Cooperation (MIAC) in collaboration with the UN Secretariat. The first Job Summit was held in 2019 in Gaborone, Botswana. The aim of the Job Summit was to equip Batswana with the knowledge on how to successfully apply for UN jobs as the knowledge acquisition increases their chances to become United Nations employees.

The summit was attended by the following entities: The Ministry of International Affairs and Cooperation (MIAC) as the Host, the United Nations Secretariat (Office of the Human Resources) who facilitated the Summit, the Ministry of Employment, Labour Productivity & Skills Development (MELSD) and the Human Resource Development Council (HRDC).

The target group for the Summit was experienced graduates from the following fields; Information & Communication Technology (ICT), Economic Affairs, Social Affairs, Political Affairs, Public Affairs, Statistics and the Human Rights. The targeted participants were drawn from the Labour Market Observatory (LMO) Jobseekers database currently hosted by HRDC. The criteria for selection included job seekers those who have experience of five (5) years and above and in possession of the required qualifications. HRDC sent invitations to

all selected participants.

Since the summit was held virtually, it was an added advantage as the identified participants attended the Summit in good numbers at the comfort of their homes and offices. Interestingly, the summit covered several topics such as: Careers with the United Nations, benefits & entitlements, assessment process & types, covered an overview and assessment styles in the UN System such as oral, written and Competency Based System (CBS), effective written applications, introduction to limited Nations Personal History Profile (PHP) and inspirations such as competency based interviewing as well as introduction to soft skills and short demonstration of real life interview.

Officially closing the Summit, Dr Raphael Dingalo, the Chief Executive Officer of HRDC thanked the United Nations Secretariat - HR Team for the partnership and resourcefulness in facilitating this summit. He orated, "I believe the wealth of information shared with our participants will go a long way in influencing life long career choices and of course personal destinies. I, therefore, want to congratulate the team for a job well done and I know it has been an intensive three (3) days of long afternoon sessions. But at the end of it all, we can safely say 'the mission has been accomplished' - not only from the attendance which was quite good but that some participants have successfully registered and uploaded all the required documents."

He further pointed that unemployment is a major challenge facing the country, especially among young people. According to Statistics Botswana,

Botswana unemployment rate is currently at 24.5 percent and with the COVID-19 pandemic, the numbers have and will continue to rise.

Dr Dingalo urged all to maximise on opportunities such as this summit. He pointed out that the main reason why HRDC has decided to collaborate with MELSD and MIAC was to look for job opportunities for Batswana beyond our borders and assured participants that HRDC will continue to do so on an annual basis having seen that there is a lot of interest by the participants.

It is worth mentioning that a total of 105 names of participants were submitted to MIAC and all participated in the Summit. The highest number of participants were drawn from IT, followed by Economics. In conclusion, the summit was fully attended by the jobseekers and the participants appreciated the effort made by the Government of Botswana in its endeavor to explore employment opportunities locally, regionally and internationally. The next virtual job summit is expected to be held sometime around September 2021 where the target will now be open to all graduates.



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United Nations

HRDC PARTICIPATES AT THE BA ISAGO UNIVERSITY JOINT RESEARCH CONFERENCE



Dr Raphael Dingalo, Chief Executive Officer (CEO) - HRDC

The Chief Executive Officer of the Human Resource Development Council, Dr Raphael Dingalo presented as the keynote speaker at the virtual Joint Research Conference between BAISAGO University and the National University of Science and Technology (NUST) of Zimbabwe. The joint conference was held on the 26th - 27th November 2020 under the theme, "Rethinking Innovation; Role of Commerce and Technology in Contemporary Business Practice".

The conference provided a platform for discussion and dialoguing on issues of contemporary business practices and introspected at the steps being taken by governments to address contemporary business practices. This was an attempt to establish a common understanding of business practices, commerce issues, challenges and potentials. The conference brought together scholars, practitioners, academics, and research luminaries from the Accounting and Finance, Business Management, Entrepreneurship, Economics, Risk Management and Insurance.

The objectives of the conference were to: share latest knowledge and

contribute cutting edge innovative methods and research findings from participants' respective fields; provide a platform in which all members of the commerce arena come under one roof to discuss, network and form long lasting partnerships that will advance the profession; and support the relevant stakeholders in creating a conducive climate for research.

Giving the keynote address, Dr Dingalo highlighted that the conference came at an opportune time when researchers are trying to address challenges presented by the global pandemic of COVID-19 which in return has accelerated efforts for the 4th Industrial Revolution (4IR). This 'new normal' has forced companies and organisations to re-think their business processes making them more innovative. The CEO argued that universities have a significant role to play in a bid to enhance regional economic development through the technology transfer and commercialisation of research outputs.

He said that this is fuelled by the notion that universities are powerhouses of research and innovation. According to Dr Dingalo, universities should strive

to contribute to regional economic development by embracing a culture of an entrepreneurship university. He opined that entrepreneurial universities pursue their entrepreneurial ambitions through patent applications, idea spin-offs into new firms, industrial research collaborations, and entrepreneurial training of highly skilled individuals and incubators. The CEO was of the view that the new configuration of universities should include expanding their mission to include regional and economic development, building relationships, strengthening local economic networks and engage with external environment into an entrepreneurial vision to create entrepreneurship capital.

"We need to be responsive and adaptive as universities and institutes of higher learning. This requires a change in mindset and the manner in which our universities are governed. As this Conference progresses, I challenge you to answer these questions; How do we as universities or institutes of higher learning move research ideas quick enough from our laboratories to the market place? How do we leverage on

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collaborations, co-creations, information platforms and information architect to come up with ground-breaking innovations? Are we currently re-thinking innovation? What lessons can be learnt in the contemporary business practices?" questioned Dr Dingalo.

In conclusion, Dr Dingalo emphasised that there is currently pressure to conduct research that is applicable to solving industry challenges. There are of course impediments to conducting

research such as limited funding, lack of skilled human resource, infrastructure challenges as well as access to internet connectivity. He summed up his keynote address by saying:

"Considering this concern and growing interest in a knowledge-based economy, Botswana recognises the need for a robust education system to achieve economic competitiveness and transform itself into a knowledge-based society. Therefore, there is need

to develop relevant interventions in order to address these challenges. This can be achieved by strengthening the capacity for local researchers through training, knowledge and skills transfer as well as stimulating the innovation eco-system".



Public Notice



EXTENSION OF DATES FOR RECEIPT OF APPLICATIONS FOR RECOGNITION OF NON - CREDIT BEARING SHORT COURSES (NCBSC)

As per the previous Public Notices, the Human Resource Development Council (HRDC) informs its valued stakeholders, customers and clients that it is still working on modalities to recognise Non Credit Bearing Short Courses (NCBSC). Our valued Stakeholders were informed that HRDC would start processing applications effective **1st April, 2021**. We wish to apologise to our valued stakeholders that logistical arrangements are taking longer than anticipated and as such, new dates for receipt of applications for recognition of Non - Credit Bearing Short Courses will be communicated in the near future.

For more information, kindly contact;

Workplace Learning Support Office

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Email: workplacelearning@hrdc.org.bw

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THE HUMAN RESOURCE DEVELOPMENT FUND GOES DIGITAL



The need for digitisation cannot be overemphasised. There has been a global drive to digitise services offered by many Organisations to ensure they are accessible to all people. The COVID-19 pandemic has accelerated many of these efforts and many businesses had to evaluate how their processes can be moved online to ensure business continuity.

The Human Resource Development Council (HRDC) is currently in the process of acquiring a new online Fund Administration system for the Human Resource Development Fund (HRDF). The envisaged HRDF system will benefit clients, customers and stakeholders through efficient

and effective service delivery thus improving the HRDF uptake.

The new envisaged HRDF-system is expected to provide best-in-class online services to levy payers. The HRDF system is considered to be of national interest and will offer levy payers and other stakeholders a seamless service experience. The HRDF system will also integrate with other relevant key stakeholder systems.

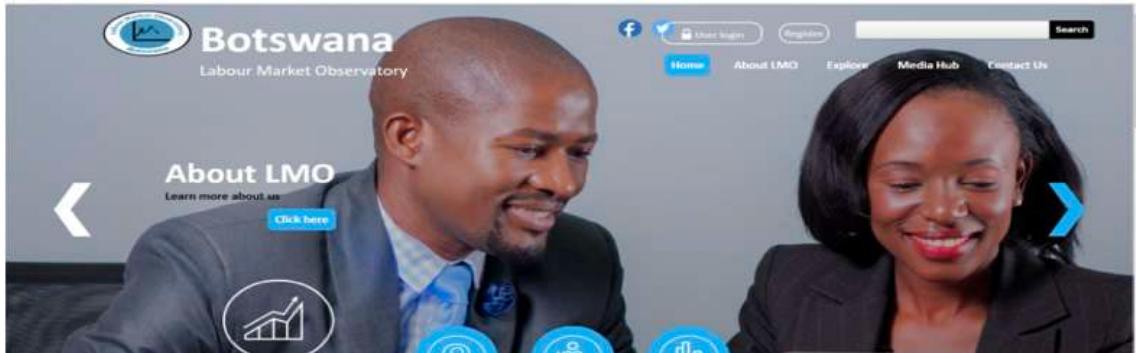
Primarily, the HRDF system will facilitate the following: online claim submissions; assessments and payments including receiving of instant feedback on submissions made; reduced turn-around times

for payments; checking of training levy balances; making enquiries and even tracking of progress regarding reimbursement claim submissions made through the HRDF system among others.

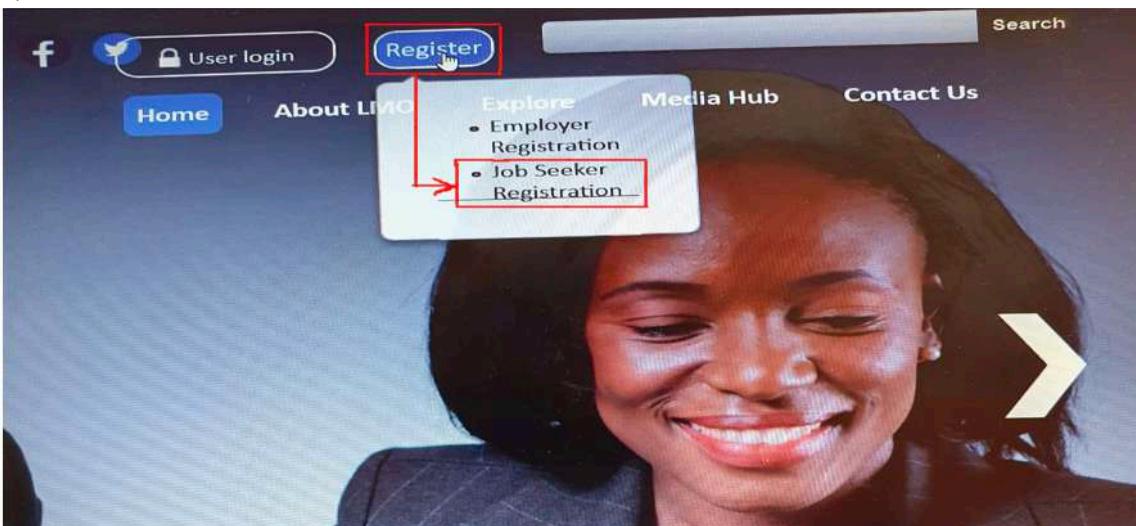
Currently, the project of acquiring a new 'online' HRD Fund administration system is going through procurement processes and it is also at the Statement of User Requirements (SOUR) development stage. Key stakeholders have been consulted and actual system development will commence towards end of the year. The HRDF System is expected to Go Live at the end of the year 2022.

STEPS ON HOW TO REGISTER AS A JOBSEEKER IN THE LMO WEBSITE

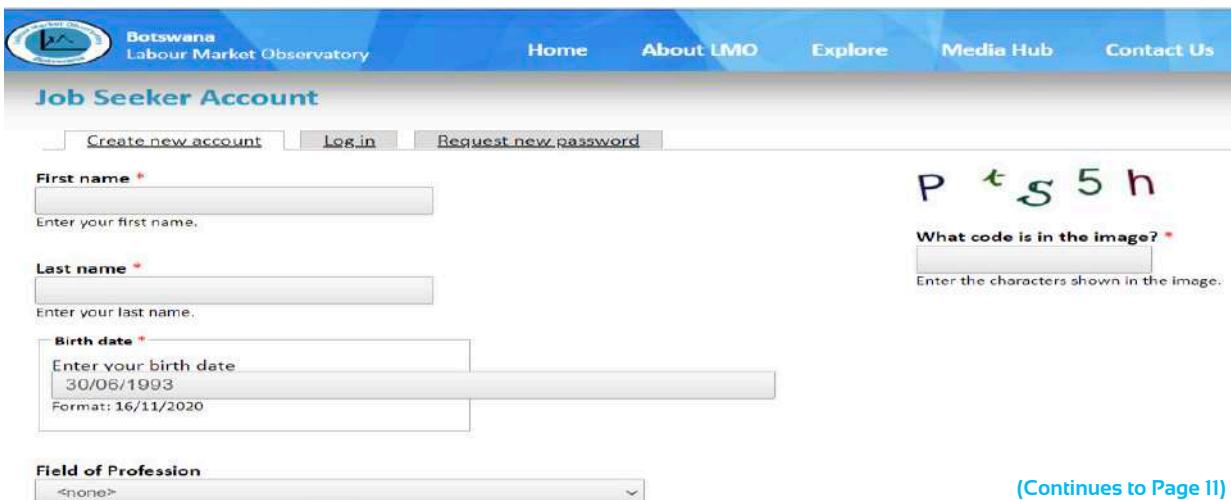
Step One: Browse the site <http://www.botswanalmo.org.bw>



Step Two: Hover mouse cursor over **Register** tab towards the top right of the home page. Select **Job Seeker Registration** in the dropdown menu to open Job Seeker Account window.



Step Three: In the Job Seeker Account window, **Create new account** option is selected by default. Populate all the available fields, check **Accept Terms and Conditions of Use** thereafter click on the **Create Account** tab at the bottom of the window. A verification link will be forwarded to the entered email address.



First name *

Enter your first name.

Last name *

Enter your last name.

Birth date *

 Enter your birth date
30/06/1993
Format: 16/11/2020

Field of Profession

 <none>

P t S 5 h

What code is in the image? *

Enter the characters shown in the image.

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Step Four: Check your Inbox and click on the verification link forwarded to you in order to activate your Account.

Account details for Botswana LMO  

Botswana Labour Market Observatory <info@botswanalmo.org.bw>
to me ▾

Thank you for registering for an LMO account. Please verify your email address by clicking this link:

["botswanalmo.org.bw/user/welcome/624571829"](http://botswanalmo.org.bw/user/welcome/624571829)

If you have received this in error, you can safely ignore this email.

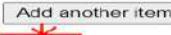
Thank you!
Team LMO

Step Five: The verification link will lead you to the Job Seeker Account Login Page. Enter either your Username or Email address and password to log into your Account and update your Profile. Do not forget to click **Save** tab at the bottom of the window to save the changes.



Professional Qualifications

- + ITIL
 - Information Technology Service Management Best Practices
- + MCP
 - Microsoft Certified Professional

Add another item 

Save 

Step Six: To logout of your Account, hover mouse cursor over User Menu tab and select Log out in the dropdown menu.

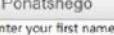


The changes have been saved.

Edit Profile profile for pkeb

View **Edit** 

Account **Edit Profile**

First name *
 

COVID – 19 VACCINE ROLL OUT IN BOTSWANA



Ms Ellen Rannoba, SHE Officer - HRDC being vaccinated for COVID - 19



Mr Meshack Tafa, COO - HRDC being vaccinated for COVID - 19

The COVID -19 pandemic, first emerged from Wuhan City, China in December 2019 and has spread globally resulting in astonishing levels of mortality and morbidity worldwide. As of 7th April 2021, there were 131,837,512 laboratory confirmed cases of COVID -19 infection globally, with 2,862,664 reported deaths. Some of the known symptoms of COVID -19 include but not limited to; fever and dry cough, with some patients presenting with respiratory symptoms, loss of taste, loss of smell and appetite (e.g. sore throat, nasal congestion and headache) or even struggling for breath. In severe cases, the coronavirus can cause pneumonia, severe acute respiratory syndrome, kidney failure and death.

According to the World Health Organisation (WHO), there are currently several vaccines in use that came with the first mass vaccination programme which commenced in early December 2020. Furthermore, the World Health Organisation indicates that as of 15th February 2021, 175.3 million vaccine doses had been administered. At the

same time, more than 200 additional vaccine candidates are in development, of which more than 60 are in clinical development.

The Government of Botswana has developed its National Deployment and Vaccination Plan and it started its vaccination programme on the 26th March 2021 with the elderly citizens given priority for the jab. The main goal of the plan is to guide COVID -19 vaccine deployment and vaccination, save lives and mitigate societal and economic impact by reducing transmission and mortality due to COVID -19 infections.

In launching the vaccine rollout and in a quest to encourage the public to take the vaccines, high ranking Government and societal leaders undertook their jabs publicly in various parts of the country. The Former President of the Republic of Botswana, Dr Festus Mogae was the first citizen to be vaccinated at Block 8 Medical Clinic in Gaborone. Dr Festus Mogae was followed by the current Minister of Health and Wellness, Honourable Dr. Edwin Dikoloti who

encouraged all people who are eligible to avail themselves for vaccination as the vaccine has been confirmed to be safe for use. For ease of access to the vaccine, different vaccination points have been identified in all districts within the country.

Even though the current approved vaccines by the World Health Organisation are safe and effective in boosting the body's immune system to recognise and fight off the COVID 19 virus, it is advisable to continue wearing masks, sanitise, physically distancing and avoiding crowds. Continual observance to COVID 19 protocols is from the premise that it is not yet clear as to the degree to which the vaccine can protect against the disease as well as against infection and transmission.

Some of the HRDC staff members have also taken their jabs as a way of encouraging other employees who qualify to also take their jabs. The public is encouraged to continue washing hands frequently, sanitise their hands and socially distance at all times.

HRDC EMBRACES DIGITAL TRANSFORMATION

Living in the digital age requires many workplaces to keep up with technology advances in order to change the way businesses operate in order to accomplish strategic goals. Digitisation may be defined as cultural, organisational and operational change in an organisation, industry through the smart integration of digital technologies, processes and the right competencies.

Digitisation brings new opportunities, improves processes, and service delivery, customer satisfaction and many other benefits. There is need to develop the right systems, structures and expertise that welcomes digitisation.

In a quest to improve service delivery, HRDC did not only focus on the new systems but instead the right technology

that has benefitted stakeholders, customers and clients thereby adding value to our workplace. HRDC just like many workplaces has made digital transformation an ongoing process, challenge and an opportunity to grow its clientele base. The following are some of the systems that HRDC has to put in place:

NEW SYSTEM/INITIATIVE	DEVELOPMENT
HRDC Website	The pillar of all organisations is to ensure online presence as a way to reach and interact with their customers and stakeholders. HRDC continues to user its website for this purpose with a presence also in Facebook and Twitter.
Labour Market Observatory (LMO)	HRDC has developed a Labour Market Observatory website to furnish stakeholders with labour market information.
Job Portal	HRDC in collaboration with Ministries and Parastatals has provided a portal where anyone looking for a job can submit their Curriculum Vitae (CV), be able to access vacancies and apply. In the same portal, employers can post job openings and find suitable candidates to fill the positions.
Sector Committee Members	A solution is being setup, with the intention to facilitate the 12 Sector Committee engagements, so we can move the country forward to a sector perspective as we strive to balance demand and supply in the human capital needs of the country.
Working from home by Officers	HRDC has been working hard to ensure its staff can work from home and still deliver remotely.
Internet	All HRDC staff is provided with internet at home, though some areas are a challenge to service providers in their internet provision.
Laptops	HRDC has procured laptops for all professional staff to enable them to work from home.
Share drives	We have provided a Firewall with VPN capacity that caters for the entire organisation to allow staff to work from home as if they are at the office.
Printing	We have also implemented a print management solution that enables one to print from anywhere (in the office or at home) and could later retrieve their prints from the printer in a secure way by entering their secret pin.
Meetings	Microsoft Teams is provided to staff for holding and attending online meetings A collaboration solution is also available for document
Collaboration	collaboration, project tracking, task tracking, messaging, and more.

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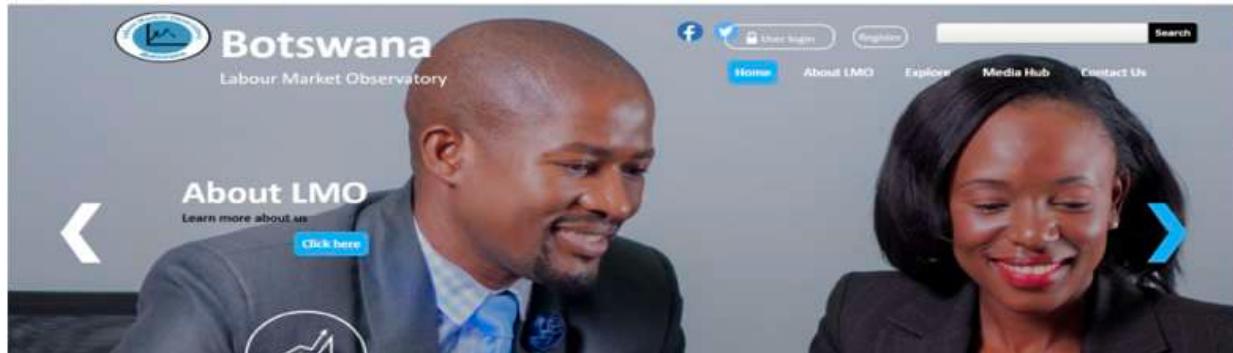
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Email	staff to communicate and share information. All users can electronically log calls to IT for assistance at any
IT assistance	time on a system. HRDC has provided 110 staff members access to an online
Learning	learning platform called LinkedIn Learning to enable staff to learn where they need to upgrade their skill for improved productivity.
Phones	HRDC is currently working on getting SIP, VoIP ready PABX system, which will then enable staff to call and answer calls as if they are in the office.



STEPS ON HOW TO REGISTER AS AN EMPLOYER IN THE LABOUR MARKET OBSERVATORY (LMO) WEBSITE

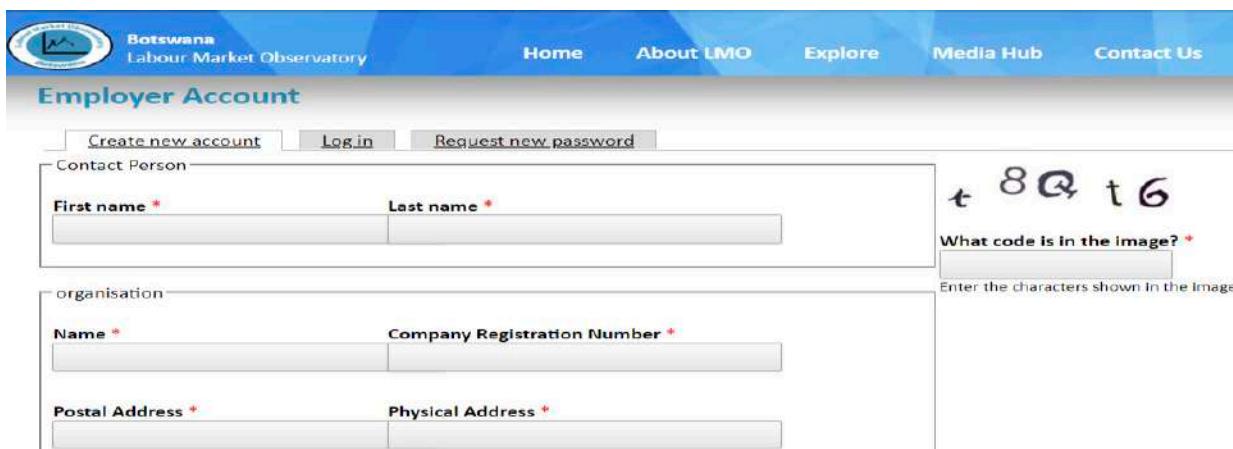
Step One: Browse the site <http://www.botswanalmo.org.bw>



Step Two: Hover mouse cursor over Register tab towards the top right of the Home page. Select Employer Registration in the dropdown menu to open Employer Account window.



Step Three: In the Employer Account window, Create new account option is selected by default. Populate all the available fields, check Accept Terms and Conditions of Use thereafter click on the Create new account tab at the bottom of the window.



The form fields include:

- Contact Person:
 - First name *
 - Last name *
- organisation:
 - Name *
 - Company Registration Number *
- Address:
 - Postal Address *
 - Physical Address *

A CAPTCHA image shows the characters "t 8Q t 6". The "What code is in the image?" field has a placeholder "Enter the characters shown in the image."

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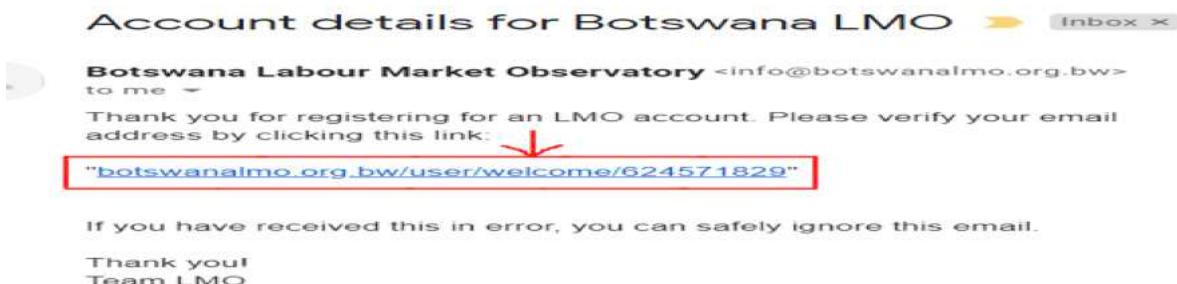


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Please Note: The LMO Team will get notified about your registration and start the vetting process to insure that you are a legitimate company. After approval by the LMO Team, the system will forward a verification link to your inbox.

Step Four: After you have received an email with a verification link in your inbox, click on the link to activate your Account.



Step Five: The verification link will lead you to the Employer Account Login Page. Enter either your **Username or Email address** and password thereafter click **Log in** tab to log into your Account.

The screenshot shows the 'Employer Account' login page. It features fields for 'Username or e-mail address' (containing 'admin') and 'Password' (containing '*****'). Below these is a CAPTCHA field with the code 'Ab9KY' and a placeholder 'What code is in the image?'. A red arrow points to the CAPTCHA input field. At the bottom is a 'Log in' button, which is also highlighted with a red border.

Step Six: After a successful login, you are able to update either Account, Contact Person or Organisation details. Click on **Edit** tab and update accordingly. Do not forget to click **Save** tab at the bottom of the window to save the changes.

The screenshot shows the 'organisation profile for admin' edit page. It includes tabs for 'View', 'Edit' (which is highlighted with a red border), 'Account', 'Contact Person', and 'organisation'. Below the tabs are fields for 'Name *' (containing 'IT Group') and 'Company Registration Number *' (containing '12345678').

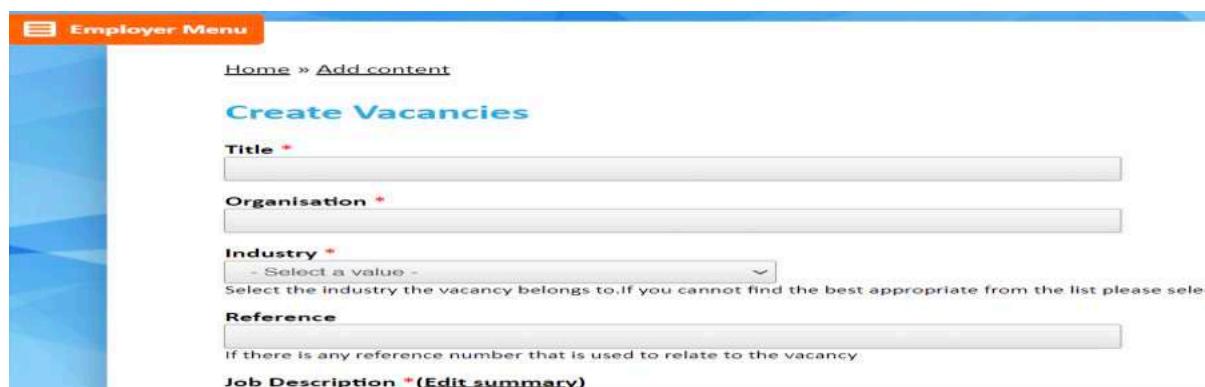
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Step Seven: Post Account activation, Employer will be able to add vacancies and view the available Job Seekers. To add vacancy, hover mouse cursor over **Employer Menu** tab and select **Add Vacancy** in the dropdown menu.



Step Eight: Create Vacancies window will appear for the Employer to populate accordingly. Do not forget to click **Save** tab at the bottom of the window to save the vacancy. Saved vacancies will be accessible under **My Vacancies** in the dropdown menu.



Step Nine: To view available Job Seekers, hover mouse cursor over **Employer Menu** and select



(Continues to Page 18)

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Step Ten: Job Seekers window will appear. Employers can filter Job Seekers according to their requirements in the terms of **Gender**, **Field of Profession** and **Qualification**. After populating the mentioned fields, click on **Search** tab and the system will sort and display all the Job Seekers who satisfied the search criteria.

Job Seekers

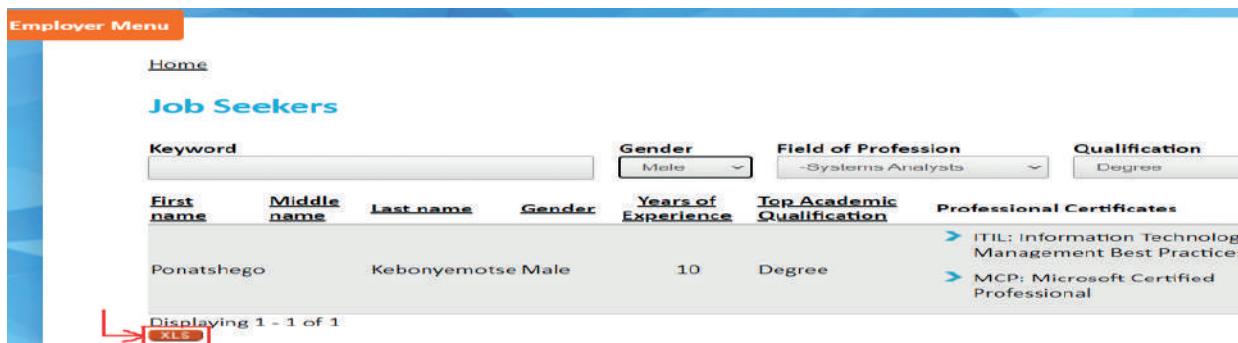


First name	Middle name	Last name	Gender	Years of Experience	Top Academic Qualification	Professional Certificates	Field of Profession	Qualification
Ponatshego	Kebonyemotse	Male		10	Degree			Degree

ITIL: Information Technology Service Management Best Practices
MCP: Microsoft Certified Professional

PROFESSIONALS>Information and Communication Technology Professionals>Systems Analysts

Step Eleven: The above Job Seekers list can be exported to Microsoft Excel for further analysis. Scroll down to the bottom of the window. Click on the XLS tab appearing on the bottom left of the window to export the list.

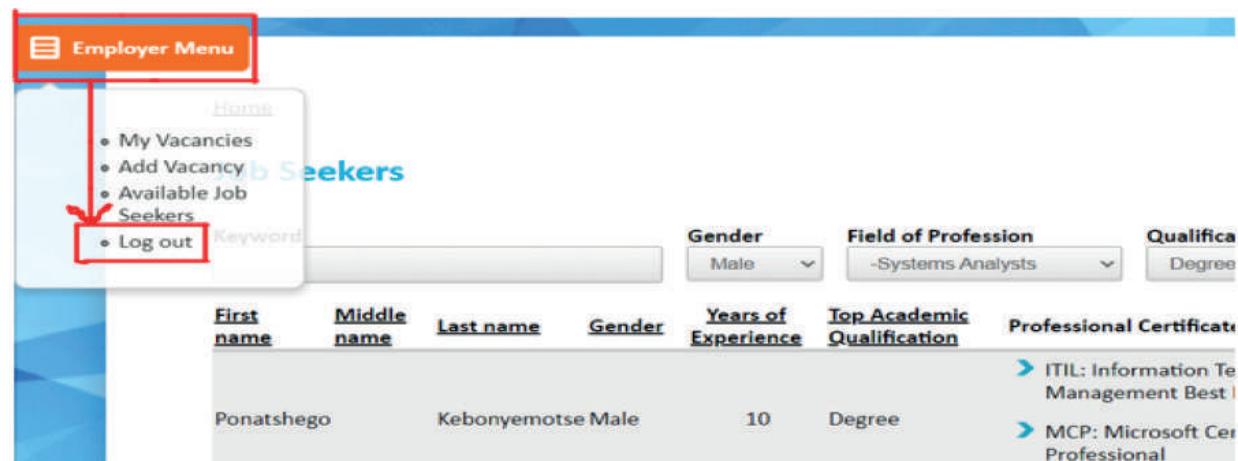


First name	Middle name	Last name	Gender	Years of Experience	Top Academic Qualification	Professional Certificates	Field of Profession	Qualification
Ponatshego	Kebonyemotse	Male		10	Degree		Systems Analysts	Degree

ITIL: Information Technology Service Management Best Practices
MCP: Microsoft Certified Professional

Displaying 1 - 1 of 1
XLS

Step Twelve: To log out of your LMO account, again hover mouse cursor over the **Employer Menu** and select **Log out** in the dropdown menu.



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DIGITAL PERSONAL BRANDING IS REPLACING THE BUSINESS LUNCH

The roles of Customer-centric professional have changed due to the COVID-19 pandemic. The role of consultants, lawyers and accountants has changed significantly during the pandemic. A big part of their job is building relationships with clients and prospects. And a good part of their day is spent working alongside their clients and in some cases, they are even part of the client's team.

Many customer-facing people are energised by the human connection, building relationships and it was easier and more fulfilling in the pre-Covid world. Shaking hands and business lunches were part of the norm. But in March 2020, all that changed.

The relationship building activities that yielded success and satisfaction became unsafe and everything moved online and virtual. And it is likely that even when the pandemic is behind us, digital relationship building will remain a big part of how we achieve our goals. To be successful, there is a need to master digital personal branding so that one can continue to build and nurture relationships and reach their goals.

The following are ways to build a digital personal branding:

1. Manage Your Digital First Impression

Prospects will check you out online before they meet you in a Zoom room. And they will look to Google to learn more about you once you've met. Their first (or second) impression will be your Google results and likely your LinkedIn profile. In fact, your LinkedIn About will be the most read version of your bio. So focus your attention there. Make sure it sits at the intersection of credibility and likability.

It is harder to build an emotional connection in the virtual world, that was part of the rationale behind those leisurely client lunches so do not skip on sharing what makes you human. And here is an important tip: When you're writing your About, apply the most effort to the first two or three lines. That is all a reader sees when they are checking out your profile, so make it intriguing or provocative to get readers to click "see more."

2. Connect with Clients

Spend some time getting all your clients connected to you via your social media accounts. This will give you another way of staying in touch with them. Take a trip down memory lane and add virtual connections for all the human relationships you have.

Then, with your virtual contacts up-to-date, get in the habit of adding your clients and prospects to your social media accounts right after you meet them.

With all your real-world contacts connected to you online, it will be easy to stay in their purview.

3. Connect Your Connections

While you are spending time making sure your connections are up-to-date, think about who in your network would benefit from knowing others in your network. One of the most valuable things you can do for your network is to link them with mutually beneficial people and resources.

Life is who you know. Add value to others by helping them "know" people. Be proactive by hosting a virtual networking event. It's a great way to give value to your community.

4. Share Valuable Content

Social media can make it easier to stay top-of-mind with clients and prospects by simplifying the process of being visible.

When you are perusing various sites and you come across some new developments that would be helpful to someone in your network, take the extra time to show your contact that you were thinking of them. If it's relevant and useful, unsolicited content shows your clients that you know what is important to them and you are committed to supporting them. Never share just for the sake of being visible. Make sure the answer to this question is yes, before hitting "share": Will this be valuable to my target audience?

5. Follow Your Client Companies

Social media makes it easy to stay on top of what is happening with your clients. When you follow their LinkedIn company page and official Twitter channel, you gain insights into what is happening throughout your client's organisation.

This helps you deepen your knowledge and provides valuable fodder for conversations. When you engage in their content, liking their post about their new diversity and inclusion initiatives, for example, you are showing that you are connected and engaged.

6. Be A Digital Brand Steward

One way to share valuable content with your community is to curate content that your company or firm publishes.

When you commit to being a brand ambassador, one becomes more aware of what is happening in your company, outside your function or division, because you have made a commitment

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to engaging with what your company is posting. Therefore, demonstrate your loyalty to your company.

Furthermore, make the content (which your organisation's communications team worked hard on) much more valuable. Company content shared by employees has more credibility and social impact than when shared by the company's official communications channel. The content you share becomes visible to your clients keeping them more connected with you and your company.

7. Use Rich Media

The most important thing you can do to simulate those intuitive real

world connections is to use the form of communication that most closely resembles being there in-person video. Email and texting are not very connective or compelling. Sending video progress reports, thank you messages and other expressions of gratitude will be more heartfelt and stand out from the sea of communications that use the 26 letters of the alphabet.

Video is a powerful tool for building relationships and connecting with people on a deeper level. In fact, soon, you will be able to add a video introduction to your LinkedIn profile so people can get a better impression of who you are and why they should care.

In the post-Covid age, digital is replacing dining out and other face-to-face, friendship-building experiences we used to enjoy with our clients. If you're a customer-focused professional, work on your digital personal brand to make sure the bits-and-bytes you use are compelling and engaged as the flesh-and-bones you.

Source: www.forbes.com/sites/williamarruda



HRDC CONTINUES TO PROMOTE WORKPLACE LEARNING



Continuous skills development is critical in the workplace, hence critical to have a comprehensive workplace learning programme that can be used to develop a workforce and maintain their effectiveness. It is against this backdrop that the Human Resource Development Council (HRDC) continues to discharge its responsibility of coordinating and supporting workplaces in their endeavour to upskill and retool employees. In the context of skills development, workplace learning refers to structured skills training and development strategies that are provided at the workplace to equip employees with operation specific competencies. These may include the following but not limited to apprenticeship, learnership, traineeship and internship.

It is through the workplace learning function at HRDC that workplaces are supported to carry out skills audits and skills needs analysis to inform the development of training as well as interventions. They are also provided with an opportunity to develop relevant skills aligned to the world of work and workplace business strategy. Workplaces are also encouraged to utilise the Human

Resource Development Fund (HRDF) as well as motivate the workforce leading to improved productivity and staff retention. On an annual basis, the Work Skills Training Plans (WSTP) are submitted to HRDC for approval at the beginning of the training period. WSTPs are training projections for each training period, informed by an organisation's skills audits and training needs analysis. During the financial year 2019/20, the submission of Work Skills Training Plans covered the 11 sectors of the economy.

In an effort to further encourage Workplaces to upskill their employees, HRDC introduced the Product Related Training, which allows workplaces to claim for equipping their workforce with skills that can allow them to operate a newly acquired product, equipment or service. In this regard, for workplaces to be able to claim on Product Related Training, they are required to meet the following requirements: submit proof of acquisition of new product (equipment machinery) or service; provide evidence of compliance to contractual obligation as per Original Equipment Manufacturers (OEM) or Regulatory Body; a pre-approval application form submitted

to HRDC with a clear justification on why the training should be undertaken; the request should clearly state the course title, course content, training costs, training location, and course duration; pre-approval requests should reach HRDC ten working days before the commencement of the envisaged training; provide identity card/passports for all employees to be trained.

ROLE OF HRDC IN THE IMPLEMENTATION OF JOB SEEKERS DATABASE



During the launch of the Job Seekers Database in November 2020, Dr Raphael Dingalo, Chief Executive Officer of the Human Resource Development Council (HRDC) indicated that many countries are slowly recovering from the impact of COVID 19. The recovery necessitated economies to innovate and put into action new programmes and technologies aimed at increasing their own market share and competitiveness, including that of their human capital. As a result, HRDC has since developed a prominent feature in the Labour Market Observatory (LMO) Website called the Job Seekers Database (JSD).

The Job Seekers Database has been operational since November 2020 and key milestones have been achieved on the same and they include the following: as at 18th March 2021, 74 973 Jobseekers and 34 Employers have registered on the database; JSD Monitoring Team which comprise of Business and IT Experts has been established; twelve (12) job adverts have been registered through the database; periodic employability workshops are held through the Ministry

of Employment, Labour and Skills Development (MELSD); over 200 Job seekers participated during a Virtual United Nations (UN) Job Summit that was held from 15th - 18th March 2021. Conversely, the major challenge being experienced is the low number of Employers that have registered on the database. However, a rollout plan to engage Employers on the same is being developed and will be implemented in earnest.

It is worth noting that the Human Resource Development Council (HRDC) is only responsible for hosting the Job Seekers Module database to enable registration, DPSM has reinstated the delegation of the full recruitment function for the graduate entry level (C-band) vacancies to Ministries and independent Departments. MELSD - Employment Bureau continues to administer the job seeking function for the entire economy (Government, Independent Departments and Private Sector).

The Job Seekers Database is designed to improve the online registration and

administration of the job seekers data at a centralised platform for efficiency and for the convenience of customers. It has been done also to support Government's long term commitment of providing online (automated) services e.g. the iGov initiative

Furthermore, the development of the database was in response to the COVID - 19 'new normal' way of doing business which requires curtailment of movement and reduction of physical interaction of people. The Job Seekers Database will complement existing private sector efforts and provide another avenue for Batswana to explore and apply for job opportunities including allowing employers to access a larger pool of local candidates as well as increase access to employment opportunities, hence its primary users will not only be jobseekers but also employers and labour-market intermediaries such as career counsellors and private employment agencies.



EXTENSION OF 2020/21 TRAINING PERIOD AND SUBMISSION OF CLAIMS

The Human Resource Development Council (HRDC) advises eligible employers that in response to the restrictions effected to prevent the spread of COVID -19 pandemic, the Council has decided on the following;

1. Deadline for training

The deadline for training for the financial period 2020/21 has been extended from 31st March to 30th June 2021.

2. Deadline for Submission of Reimbursements for Training

The deadline for submission of claims for trainings in respect of the financial year 2020/21 has therefore been extended from 30th June to 30th September 2021.

3. Affected Employers

Eligible employers are advised to submit their reimbursement claims as soon as the trainings are completed to avoid congestion during the submission deadline period. Furthermore, employers are advised to ensure compliance to the COVID-19 protocols.

NB: Incurred costs directly attributable to training are claimable.

For more information, kindly contact the following:

Contact Centre at 3162169 or 3646283/ 6361/6367/6373,

E-mail - hrdfclaims@hrdc.org.bw

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Email: marketingcomms@hrdc.org.bw

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

RESEARCH DESIGN: WHAT IT IS, AND HOW IS IT IMPORTANT IN RESEARCH



The function of a research design, in simple terms, is the researcher's impression of how data was collected, measured, procedures followed and analysis of data that led to producing evidence that effectively addresses the research problem logically. The research design guides the study in such a way that maximum control will be exercised over factors that could interfere with the validity and reliability of the research results (see Kothari, 2004).

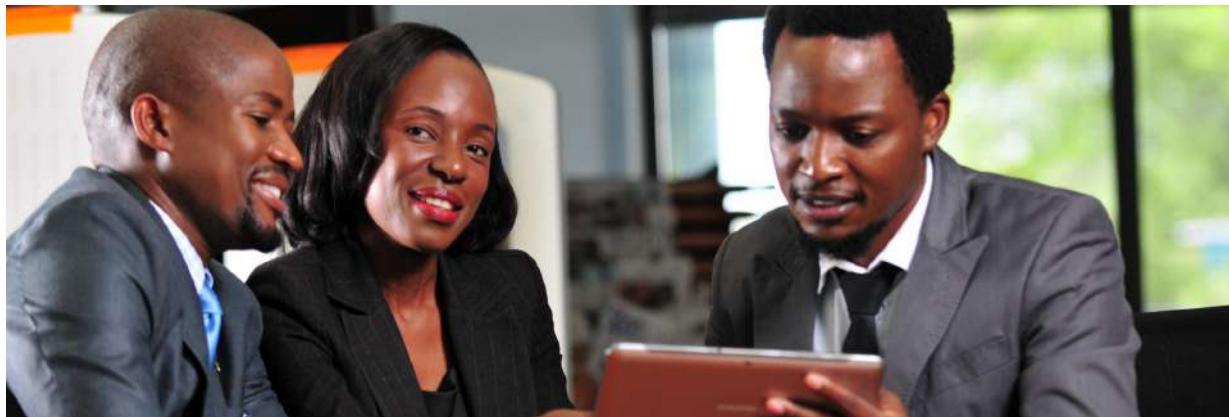
In analogy, the research design is a strategic framework of action that serves as a bridge between research questions and the execution or the implementation of the research. The design is crucial because it influences the study as it builds part of the core matrix of how, when and where the study is conducted. It also influences other operations such as sampling technique, size of sample and data collection instrument etc.

The design guides the arrangement of conditions for collection and analysis of data in a manner that aims to combine relevance of the research purpose. Therefore, a research design needs to be chosen critically because it consequently impacts on the final end state of the research which might render findings questionable, untrustworthy and irrelevant when not considered studiously.

The design also influences other critical techniques used in performing research operations e.g. sampling, data statistical processing & analysis (tests) to evaluate the accuracy of the results obtained. In short, research design is generally the researcher's overall plan for obtaining answers to the research question that are guiding the study. Fit for purpose, therefore, profoundly influences this choice of research design in order to achieve precisely the most appropriate

results. There are many research designs and they differ in many respects. Therefore, every research design method is important when used appropriately. Examples of research designs include: Action Research Design; Case Study Design; Causal Design and Experimental Design.

MONITORING AND EVALUATION: ACTIVITIES OF INSTITUTIONAL PLANNING UNIT FOR QUARTER 4 OF 2020/2021 PLAN PERIOD



The Human Resource Development Council (HRDC), through its Institutional Planning Unit, started capacity building on institutional planning in 2016, with the aim to promote and coordinate planning in tertiary education sub-sector. The exercise started with the then 40 Tertiary Education Institutions (TEIs) that were registered and accredited by the Botswana Qualifications Authority (BQA).

Capacity building exercise has covered 39 TEIs that could be reached and those have developed their institutional plans. Post planning, it is appropriate that the plan is implemented and monitoring and evaluation of the same is in order. The Institutional Planning Unit started the monitoring and evaluation of the implementation of the plans in 2020 and the exercise has covered 19 institutions thus far.

The Monitoring and Evaluation is intended to: capacitate TEIs on monitoring and evaluation of implementation of their plans; capacitate TEIs on review of institutional plans and infuse necessary interventions to ensure that the plan objectives are achieved despite the emergent unforeseen circumstances; give TEIs technical advice on matters

relating to institutional planning and monitoring and evaluation thereof; and identify possible efficiencies and improve processes for continued growth.

It is an Institution's efforts to assess and appraise its attainment of institutional plan targets and objectives for the purpose of coming up with initiatives in order to achieve the same. In this regard, M & E is the fundamental process by which an institution demonstrates alignment, assessment and evidence-based actions that it is making progress towards achieving its stated mission. The purpose of M & E is to improve processes, programmes and services that support the institutions' mission and vision. Through M & E the educational institution builds capacity to inform and evaluate change.

The methodology for undertaking the M & E entailed: HRDC Team sent out the M & E Tool for institutions to populate and send it back to HRDC; virtual interactive and feedback sessions held as per schedule of meetings; and more technical follow-up sessions were considered according to the expressed needs of the participating institutions.

The target audience for M & E are the members of the Institutional Planning

Teams in the institutions (Head of Programmes or Deans of the Faculties in the case of a University) and the Management team. HRDC through the Manager-Institutional Planning does the moderation in all the sessions. TEI-Planners and often the Director-DHRDP-Supply, are an integral part of the HRDC Team undertaking the assessment and evaluation on the implementation of the Plans through the M & E activities.

Upon completion of the M & E activities, reports generated by HRDC and pertinent issues raised will be shared with the authorities for redress. Institutions through their Heads expressed greater appreciation of HRDC interventions that will improve their programmes and practices.

Some of the challenges experienced while undertaking the M & E include: digital tools failures and internet disruptions often forced postponements and rescheduling of sessions; in some cases, face to face interactions remain the only plausible means to carry out M & E sessions. M&E schedule was often interrupted by incidences of COVID - 19 cases in the institutions.

POEM

Holed In But Still Not safe



The quietness of the neighbourhood feels perilous
As the pandemic sweeps through the town
Leaving behind deep scars of sorrow and grief
The only sign of life is the glow of the sunrise outside my window
Otherwise, Grandpa remains sprawled on the mat.
Constantly jerking as he gasps for air.
Staying home is the only respite
What safety?
When I sleep with one eye open
Like a prey guarding against the predator
His eyes as red as fire
As he drowns himself in amorous thoughts

S₁ **I**₁ **T**₁ **A**₁ **Y**₄ What safety?
When I cannot let loose from the noose
Last night he tiptoed into my chamber
Suddenly I woke up to a dark engulfing figure
S₁ **A**₁ **E**₄ **E**₁ His breadth reeking of tobacco.
I bolted out to grandma
She said we were indebted to Abdullah
Last month's ration was on credit
The abode was also in arrears
What safety?
When I am locked down yet
He cannot be locked up
Meanwhile, I endure his chapped lustful hands
Frantically caressing and polluting this ebony figure



Shadrack Botshelo

COVID-19 PANDEMIC

NEW STAFF APPOINTMENT



Ms Cecilia Bontle Mabe

Intern - Internal Audit

Ms Cecilia Bontle Mabe holds a Bachelor's Degree in Accounting from the University of Botswana (UB) and she is currently pursuing Master of Business Administration (MBA) with the University of East London, United Kingdom (UK).

She has previously worked as a Junior Accounts Executive at Mazars Audit, Accounting and Secretarial between 2016 and 2017. Among others, she was responsible for preparing Financial Statements and Management Accounts as well as capturing data using quick books. She then joined Mamlathan & Associates from January to December, 2020, where she worked as an External Audit Assistant. At Mamlathan she assisted in carrying out audits of Small-Medium sized organisations and preparation of Audit Reports.

Her hobbies include undertaking charity works, reading, travelling and singing.



Mandate

The Objectives of the Council are to:

- Provide for policy advice on all matters of National Human Resource Development
- Co-ordinate and promote the implementation of the National Human Resource Strategy
- Prepare the National Human Resource Development Plans
- Plan and advise on tertiary education financing and workplace learning

Vision

To transform Botswana into a globally competitive human resource hub by 2036

Mission

To drive the development of Botswana's human resource to achieve a knowledge based economy through the provision of policy advice, planning funding, coordination and effective collaboration.

Values

- Integrity
- Excellence
- Teamwork
- Innovation
- Accountability
- Effective Communication

Functions

1. Education & Training Financing
2. National Human Resource Development Strategy
3. Institutional Capacity Building
4. Workplace Learning
5. Human Resource Development Planning
6. Internship & apprenticeship
7. Education and Labour information
8. Human Resource Development Policy Advice
9. Research and Innovation

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HUMAN
RESOURCE
DEVELOPMENT
COUNCIL
of BOTSWANA