



ANNUAL REPORT 2022/2023



Contents

FOREWORD	2
OVERVIEW	7
ORGANISATIONAL STRUCTURE	8
OUR SENIOR MANAGEMENT TEAM PROFILES	9
1. COLLEGE CENTRES	15
1.1 Centre For Leadership Development	15
1.2 Centre For Public Administration & Management	15
1.3 Centre For Organisational Excellence	17
2.ACHIEVEMENTS	18
2.1 Annual Performance Plan	18
2.2 Trainings	19
2.3 New courses	22
2.4 Training Needs Assessments	23
2.5 National Planning Commission Skills Audit	23
3. CORPORATE SERVICES	25
4. HIGHLIGHTS	28
4.1 Online newspapers	28
4.2 Staff Developments	28
5 OUR STAFF	29
5.1 Anniversaries	29
5.2 Appointments And Milestones	31
6. BPSC IN PICTURES	36

FOREWORD

Dear Customers and Stakeholders

It is with utmost pleasure to present to you the annual report for Botswana Public Service College. This report is intended to highlight the 2022/23 financial year achievements of the College. It has been an amazing journey to continue to serve the Public Service sphere despite the disruptions that came along with the COVID-19 pandemic. It is worth noting that the year did not start on a positive note as one of the College's long serving Senior Trainers battled with cancer and eventually succumbed to it in May 2022. May Ms. Agnes Ntwaagae's soul find eternal rest.

The year has progressed well post the COVID-19 era as more physical trainings were re-introduced following the virtual trainings which came with the pandemic.

“Introspection, or self-reflection, allows us to scrutinize our internal feelings by delving into our innermost, wherein we should be able to redefine our path and find solutions to both anticipated and unanticipated challenges” Dr Mokgweetsi Eric Keabetswe Masisi, President of Botswana

His Excellency the President in his Reset Agenda introduced five (5) new priorities, and as a college we have taken it upon ourselves to facilitate the Public Service to drive the priorities by introducing training programmes as per the priorities.

- **Aligning Botswana government machinery to the Presidential Agenda**, this involves significant government reforms such as the development and implementation of the National Monitoring and Evaluation System (NMES), which aims at increasing the use of Performance Monitoring and Evaluation information for evidence-based decision making, to promote a culture of performance. The college introduced a programme on Monitoring and Evaluation.
- **Mindset Change-** a course on Mindset Change has been developed and delivered to a significant number of senior executives.
- **Digitisation-** the college has successfully developed an e-Learning Strategy with the assistance of the World Bank. We have also started the process of developing a Knowledge Repository. The process is ongoing for development of eLearning Programmes. The envisaged completion date of these programmes is November 2023. eLearning is often misunderstood as training that's simply delivered online. In addition, while that is technically true, the spectrum of eLearning is so much more than a paper manual or classroom-delivered PowerPoint presentation converted to searchable online modules.

Over and above those programmes that directly support the RESET Agenda, we have introduced; Public Service Induction for Executives, Speech writing and Public Speaking.

“We have to look with deeper scrutiny at the key tool of governance and delivery – the Public Service – and recognise the depth of degradation therein, for therein lie answers to implementation failures that seemed to have become a norm in the post-90s period of our existence as a sovereign state. We have to measure our own labours as an elected leadership, to enact laws that empower and provide a roadmap of delivery to the anxious electorate. When we do that, when we reflect, we discover that there is a direct correlation between the quality of the public service texture of the high economic growth rates of post-independence to the 90s, and the degradation of the public service of the post-90s with the much lower growth rates of the economy in the last 30 years.” Dr Mokgweetsi Eric Keabetswe Masisi, President of Botswana.

I have always believed in training the country’s leadership as was seen with my co-facilitation of the Dikgosi and councilors’ training in Kanye in February 2023, it is my belief that if we train we can as a college contribute to the positive change in the Public Service.

In a quest to be the Premier Public Service Learning Center, the College has, during the course of the year become a member of the African Management Development Institutes’ Network (AMDIN). AMDIN is a network of Management Development Institutes (MDIs), Public Sector Training Institutes (PSTIs) and other Public Administration Institutes (PAIs) based in

Africa. The Network was launched in 2005. The overall objective of AMDIN is to facilitate the optimal functioning of African MDIs, PSTIs and PAIs and to provide a collective platform for these institutions to engage with various stakeholder communities.

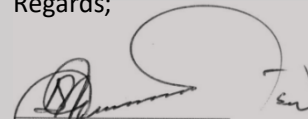
We further received full registration status from the Botswana Qualifications Authority (BQA). The College trainers have all been successfully trained for accreditation to be assessors and moderators. The accreditation process with BQA is still ongoing.

The College’s wellness committee collaborated with the Botswana Defence Force and organized a wellness day for their staff on 17 November 2022. This activity was a first among many that are to come. Having accommodated the BDF in our vast facilities has been very beneficial to us. The BDF instructors are now managing the College gym.

I am grateful to all members of staff who have been with the College and welcoming all the new changes with warm hearts, making BPSC an enjoyable and safe place for both external and internal customers and stakeholders.

I am thankful to be a member of the BPSC team.

Regards;



David G.M. Moseitse

Executive Director

About us



OUR MISSION, VISION & VALUE STATEMENT



Premier Public Service-learning centre



We provide learning and development to promote a culture of excellence through adaptive methodologies for a high performing Public Service.

VALUES



Excellence



Integrity



Innovation



Botho



Collaboration



BOTSWANA
Qualifications Authority

CERTIFICATE OF REGISTRATION & ACCREDITATION

This is to certify that

Botswana Public Service College

Gaborone

is accredited as an

Education and Training Provider

Under the Botswana Qualifications Authority Act No 24 of 2013

23/02/2021
Date of
First Registration & Accreditation

23/02/2021
Date of
Current Registration & Accreditation

22/02/2031
Expiry Date

Education Registrar



Chief Executive Officer

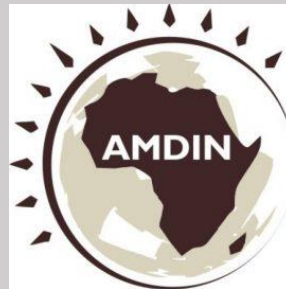
TVET 0000876

ETP NO: ETP0427



This Certificate should be used in conjunction with the Scope of Registration and Accreditation.
This is a secure document using special papers and inks. Hold up to the light to verify that the 5g watermark and the "GENUINE" embedded thread can be seen through the paper.

Partnerships and Affiliations



**Botswana Institute
for Development
Policy Analysis**

OVERVIEW

The Botswana Public Service College was founded in 2010 as a division under the Directorate of Public Service Management, DPSM, with the following objectives;

- To provide senior executives with relevant leadership skills & competencies;
- To provide the Public Service with relevant public administration skills and competencies;
- To enhance public service capacity to effectively implement government reforms agenda;
- To provide relevant & practical research & professional advisory services.

The College achieves its performance objectives, through four Business Centers; The **Centre for Public Administration and Management (CPAM)**, **Centre for Leadership Development (CLD)**, **Centre for Organisational Excellence (COE)**, and **Corporate Services (CS)**.

Center for Public Administration and Management (CPAM)

- Corporate and Financial Governance programmes such as Public Service Induction and Service Delivery.
- Supervisory programmes such as Leadership and Management Skills
- Public Administration and Management programmes such as Human Resource Management, Finance for Non-Finance Managers.

Center for Leadership Development, CLD

- Leadership enrichment programmes
- Graduate development programmes
- Events/ Seminars/ Talks
- Conferences/ Symposia
- Multi-level talks

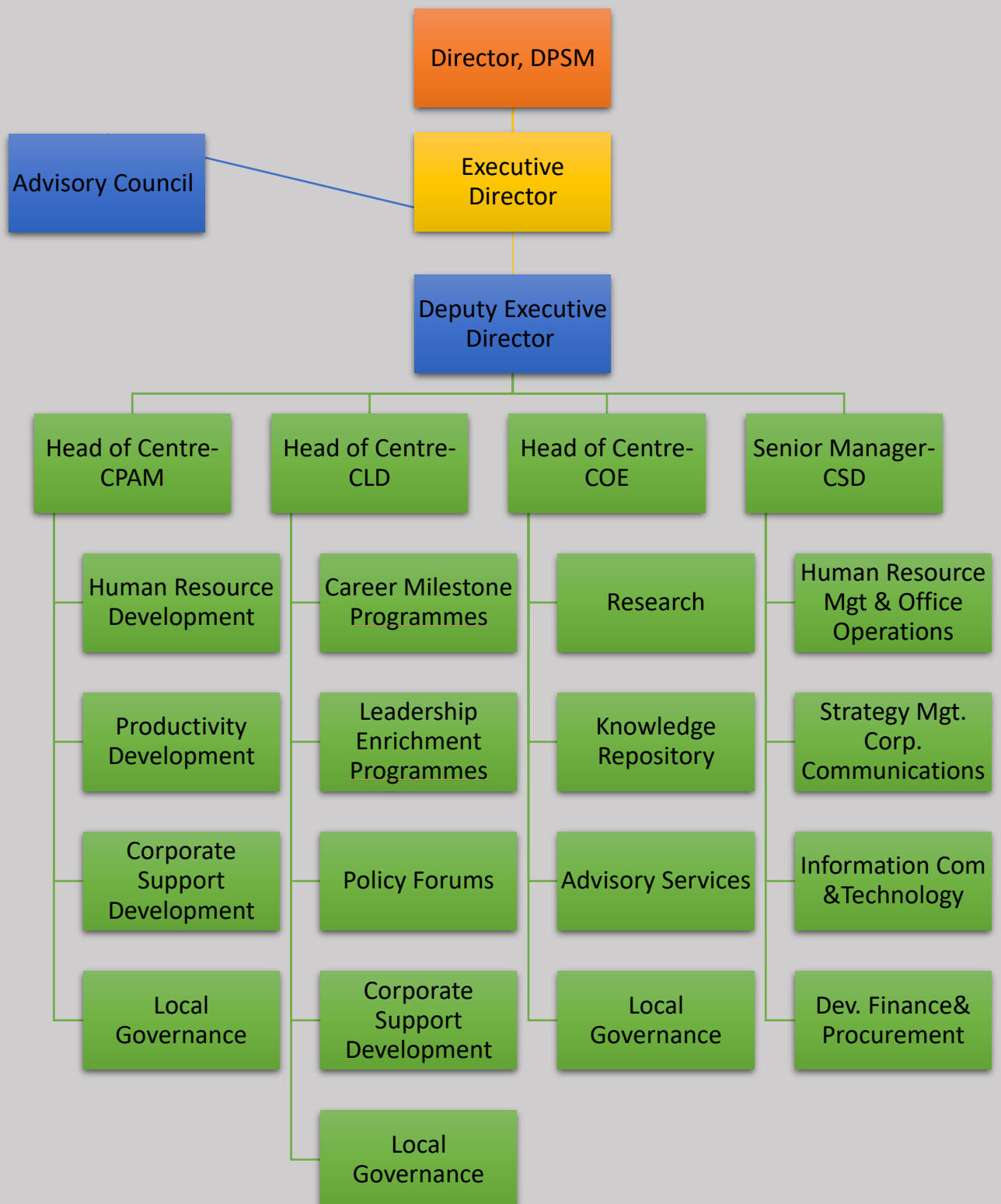
Center for Organisational Excellence, COE

- Researching on new approaches and best tools and techniques, organisational excellence to support government reform agenda
- Practices in Knowledge Management, Knowledge Repository to facilitate knowledge sharing and dissemination of good practices and norms in the public service
- Advisory Services to provide professional services to the public sector.

Corporate Services, CS

- Houses units handling corporate functions such as Finance, Human Resources, IT, Public Relations and Marketing, and Administration.

ORGANISATIONAL STRUCTURE



OUR SENIOR MANAGEMENT TEAM PROFILES

Mr. David Mmoloki Gontse Moseitse- Executive Director



Mr. Moseitse is currently the Executive Director of Botswana Public Service College. Prior he worked for Botswana Police Services (BPS) from 1997 in

which he rose through the ranks until 2020. He first started as the Regional Specialized officer for Interpol sub regional Bureau for Southern Africa (Harare), commanding officer Interpol national central bureau, head of organized crime investigations unit under criminal investigations department and director of crime intelligence branch. He then became Deputy Commissioner in BPS from which he was seconded to Botswana Public Service College as the Executive Director in 2020. Mr. Moseitse also worked as the head of consultancy services at Blu Scorpion Consultancy. He holds Master of Arts Political Science and International Relations, Bachelor of Arts Environmental Science and History, and is currently pursuing his PhD in Political science, all this from University of Botswana. He also did certifications courses, which includes; Moderator training, standard- Based assessment course, executive police development programme, focused leadership experience, transformation, executive development program and leadership

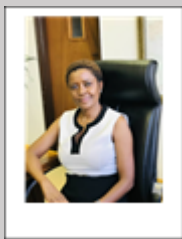
development, team building and planning just to mention a few out of a lot of programs he has done to improve his skills. He is also affiliated with the Federal Bureau of Investigations National Academy Associates (FBINAA).

Amongst numerous of his accomplishments, Mr. Moseitse successfully incorporated Intelligence Led-Policing into the business model of Botswana Police Service as well as the development of cyber forensics and investigations capabilities. He has led the Botswana Police Service's Interpol National Central Bureau (NCB) to being voted in 2010 as the second best in the world in combatting international wildlife crime. He is also an alumni of internationally acclaimed police institutions including the Federal Bureau of Investigations (FBI) National Academy, International Law Enforcement Academy (ILEA), International Law Enforcement Academy (ILEA), Norwegian Police Academy, Shandong Police Academy, International Anti-Corruption Academy Luxembourg, and Botswana Police Service. The Executive Director holds various awards such as, Commendation from Director of Federal Bureau of Investigations (FBI) in recognition of contributions made to the fight against International Crime and terrorism, and Botswana Police Medals for Meritorious

Service, Long Service and good conduct amongst others.

Mr. Mosetse has contributed to publications by being a member of the Editorial Team for the development of the United Nations Office on Drugs and Crime (UNODC) Training Manual for Investigators and Prosecutors on Combatting Human Trafficking. He was also a member of the Editorial Team that successfully delivered the Southern African Regional Police Chiefs Cooperating Organization (SARPCCO) Police Code of Conduct Resource Book.

Pauline Jonas - Acting Deputy Executive Director

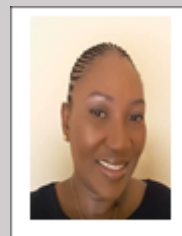


Ms. Pauline Jonas has been in the human resource development/education and training profession for over 25 years. She started her career in Training and Recruitment under the employ of Bank of Botswana in 1993. She later joined Enterprise Botswana (a UNDP project) whose mandate was training and provision of consultancy services for Small and Medium scale enterprises. Within the area of enterprise development, she was appointed Programme Coordinator for Enterprise Training and Advisory Services at CORDE, an NGO whose focus was training of SMMEs. She ascended the corporate ladder to executive management within her NGO career. In 2009 she joined academia at Botswana Accountancy College (BAC) as a business management lecturer.

Ms. Jonas holds a BA degree in Accountancy and Public Administration from University of Botswana, a Master of Arts degree in Development Administration and Management from the University of Manchester as well as a post graduate certificate in Strategic Management from University of Derby. Ms Jonas has undertaken several short-term courses in Human Resource Development, Leadership Development, Governance as well as Teaching and Learning.

Ms. Jonas is a recipient of the prestigious Chevening Scholar award and she volunteers as Secretary in the Board of Trustees of SOS Botswana.

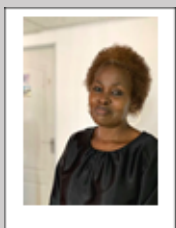
Daisy Peloewetse- Head of Centre Leadership Development



Ms. Peloewetse is the head of center for leadership Development. Previously, she was the Campus Manager for Institute for Development Management, IDM, Francistown Campus. She has significant experience in Training Consulting and Research in higher tertiary education and noneducational organizations, and in charge of administrative services; which included but not limited to property and facilities management, maintenance management, procurement and supplies management, records management, office administrative management, people management, student management and performance auditing. She also facilitated in

several courses in Human Resource Management at Certificate, Diploma and Degree levels, some of which includes, but not limited to Strategic Human Resource Management & Development; Performance Management; Organisational Behavior; Human Resource Planning; Job Analysis and Job Design. In addition, she also facilitated short courses such as Performance Management, and the Balanced Score Card. She was engaged by Baisago University College to facilitate Business Communication, and Business Botswana to present papers at their annual convention, entitled “Inculcating Leadership to Add Value beyond Administrative Efficiency”, and Labour Relation’s Symposium on Employee Engagement, as an independent Consultant facilitator. She holds a Master of Public Administration (Human Resources Management), Post Graduate Diploma in Education and a Bachelor’s in Humanities, all from the University of Botswana.

Emelda Baboloki Modise- Head (Director) of Centre for Organisational Excellence



Mrs Modise was appointed Head (Director) of Centre for Organisational Excellence in November 2022. Prior to that, she was the Chief Researcher (deputy head). She served as Manager, Human Resource and Administration at the Department of Public Service Management (DPSM) from 2016 to 2020.

She was appointed Chief Researcher in October 2014 after having worked as Chief Trainer in the Centre for Public Administration and Management. She also has experience in Programmes and Partnerships Management. She was redeployed to college in 2010 from the now defunct Botswana Institute of Administration and Commerce (BIAC).

She holds a Bachelor of Arts in Statistics from University of Botswana and a Master of Science in Social Statistics from University of Southampton. Further, she has attended several Leadership and Management Development Programmes.

Moagi Matlhaba- Procurement Training Specialist



Mr. Moagi Matlhaba is a seasoned Chartered Procurement and Supply Professional (MCIPS) with more than fifteen (15) years’

experience in Procurement and Supply Chain Management. Mr Matlhaba brings a wealth of experience in Procurement having been a Procurement Officer with Botswana Defense Force from 2001 until 2013, Procurement Lecturer and Trainer with Mega-Size College from 2013 to 2017, a Secretary for Ministerial Tender Committee (MTC - Secretary) with Ministry of Environment, Natural Resources, Conservation and Tourism from 2017, Assistant Manager Procurement in 2020. He was appointed Director Procurement Oversight- Government Buyer in 2021 with the

then Ministry for Presidential Affairs, Governance and Public Administration and was redirected to Botswana Public Service College as Procurement Training Specialist in 2022.

Mr Matlhaba holds an Honors Degree in Procurement and Supply (CIPS Level 6 professional), MCIPS and a Chartered Procurement and Supply Professional with Chartered Institute of Procurement and Supply (CIPS-UK), a Master of Business Administration (MBA) in Logistics and Supply Chain Management, and a Member of the CIPS Professional body. He is a registered Trainer and Assessor with Botswana Qualifications Authority (BQA) and currently a member of Curriculum Sub Committee of the BPSC E-learning strategy on developing programs on Procurement and Contract Management with World Bank Group.

Willard Patla Ulaula- Senior Manager- Corporate services



Mr. Willard Patla Ulaula is presently holding the position of Senior Manager (Corporate Services) at the Botswana Public Service

College under the Directorate of Public Service Management. He holds Master’s degree in Business Management (MBA) obtained from UNICAF University (Zambia Campus) as well as BA in Human Resources Management from

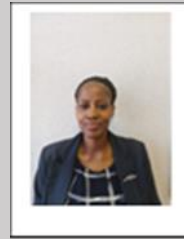
Nelson Mandela Metropolitan University (NMMU) in South Africa. He acquired additional skills through short-term capacity building programmes that include human resource management standards; mediation of labour disputes; joint consultations and negotiations; effective wage policies; social dialogue and labour disputes; activity-based budgeting; HRIS SAP Version 4.0; and SAGE Pastel Accounting Partners Version 1.4, among others. Mr. Ulaula is currently pursuing a training programme on Public Diplomacy and National Branding/Diplomacy in the 21st Century with the Global Diplomacy Forum.

Mr. Ulaula is an HR professional with over thirty-nine years’ experience in the Public Service as well as in the field of Employee Relations, particularly on ER Advisory Services plus Social Dialogue and Collective Bargaining. He was instrumental during the Public Service Unionization Process, and subsequently, he became the inaugural General Secretary/ Principal Officer of the PSBC for about six (6) years effective 12th June 2012 up to 31st August 2018. He has a wealth of experience in Human Resource Management, Social Dialogue and Negotiation Structures as well as Grievance Handling and Labour Disputes Management in the Public Service. Mr. Ulaula has extensive familiarity with ILO Standards, Conventions and Recommendations as well as comparative employment laws, among others. Furthermore, he acquired knowledge in comparative labour laws and global HR/ER

best practices through the benchmarking missions to such countries as Uganda, Singapore, Italy, Sweden, UK, South Africa, Lesotho, and Malawi. He transformed the PSBC into the best quality and speedy alternative dispute resolution mechanism in the Public Service.

His contributions throughout his career life in the Public Service include formulation and review of HR policies, HR/staff handbooks and manuals, staff recruitment and placements, monitoring compliance of HR policies and procedures, performance management, facilitation of negotiations of salaries and other conditions of service, chairing of staff disciplinary hearings and mediation of labour disputes. He trained over twenty-seven (27) different groups of officers in middle and executive management positions on Grievance Handling and Disciplinary Procedures during his career in the Public Service.

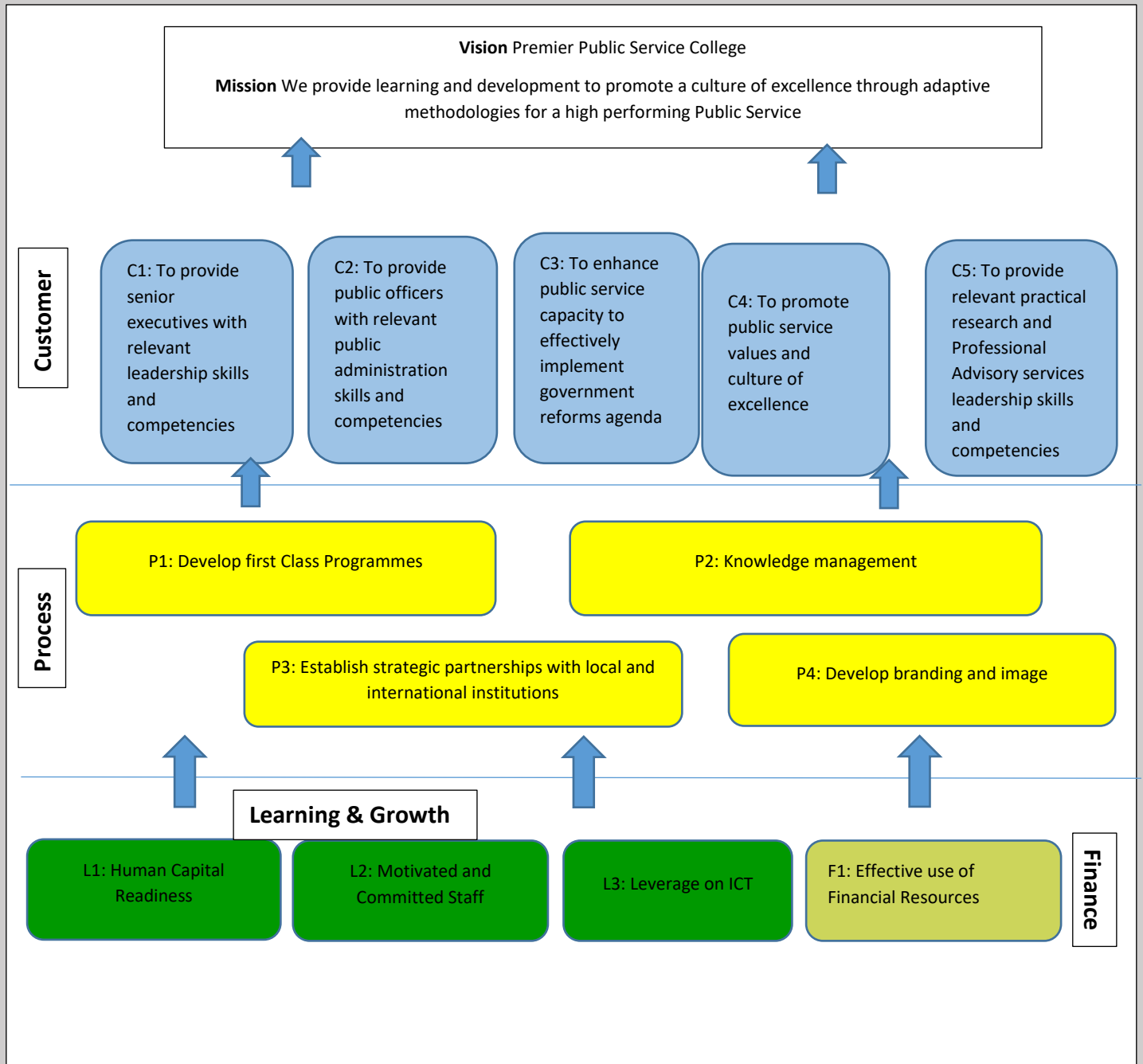
Matshidiso I Ditlhogo- Chief Trainer, Leadership Development



Mrs. Ditlhogo is a Leadership, Management and Organisational Development Trainer at the Botswana Public Service College (BPSC). She has been in the training field for 27 years, most of which was training for the public service. She facilitates in programmes such as supervisory skills, Leadership Skills, Managing the Training Function and teambuilding. She is a developer and trainer of work-based skills training programmes as well as an assessor/moderator. She holds a Bachelor of Commerce in Management and Masters in Strategic General Management.

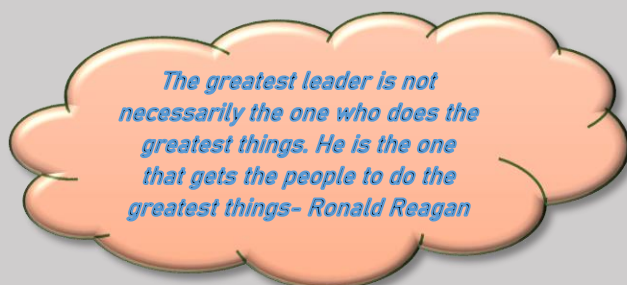
She also plays the role of Coordinator of Programmes and Partnerships in the BPSC; responsible for management of programme delivery as well as the establishment of effective collaborative networks with strategic business partner.

Strategy map



1. COLLEGE CENTRES

1.1 Centre For Leadership Development



Leadership development is a set of activities aimed at improving the skills sets, abilities and confidence of leaders to prepare them to perform effectively in their roles. The Senior Government Officials (E grades and above). The key offerings of CLD are as follows:

1.1.1 Career Milestone Programmes

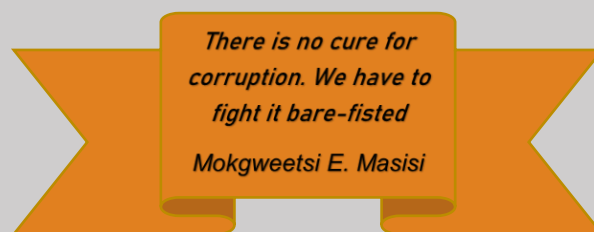
These are mandatory programmes designed for different levels of senior officers to equip them with relevant knowledge and skills at different levels, help them gain a better understanding of issues in the government and encourage them to network with their peers.

1.1.2 Leadership Enrichment Programmes

These are mostly short-term, ad-hoc programmes which have specific needs or competency gaps of the senior leaders.

Table 1: Leadership Development Programmes

Programme	1 ST HALF	2 ND HALF
Special Senior Management Programme Module 2	15	18
Special Senior Management Programme Module 4	30	55
The Role of Leadership in Corruption Prevention	40	58
Boeteledi pele	23	49
Preparation and Processing of Cabinet Documents	115	0
The Role of Councilors & Dikgosi to Effectively Contribute to Botswana Transformation Agenda	0	29



1.1.3 TALKS AND SEMINARS

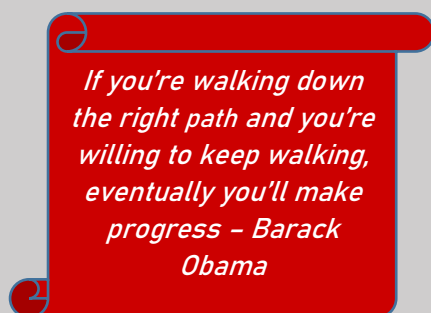
These sessions can be organized with external speakers to help senior officials keep pace with global development and trends. Apart from that, having internationally renowned speakers to come to BPSC and share their experiences will also help to profile the college.

The college's Training Coordinators and Senior Managers had the honor to attend a virtual Training Coordinators Forum on November 2022 and February 2023. The Forum was also attended by Training Coordinators and Senior Managers-Corporate Service from other organisations.

1.2 Centre For Public Administration & Management

This Centre targets other levels of Public Officers (D grades and below). The following are the suggested units within CPAM that deliver training programmes within their areas of expertise.

1.2.1 Corporate and Financial Support Development Unit



This Unit focuses on

programmes that help develop strategies to assist organisations to restructure their business or establish strategic partnerships through mergers, acquisitions, joint ventures, divestitures, and more. It also focuses on programmes that aid organisations in increasing their business profits or sales, and also focuses on investments and economic stability.

Training programmes are therefore in the areas of budget planning, financial management and monitoring, audit, procurement, supply management, office support and record keeping, etc.

Table 2: Corporate and Financial Support Programmes

Programme	1 ST HALF	2 ND HALF
Budgeting in the Public Sector	33	34
Finance for Non-Finance Managers	21	19
Project Management	76	102
Communication Skills	91	125
Records Management for Practitioners	79	51
Records Management for Service Leaders	0	0
Records Management for Messengers	0	0
Revenue Management	28	14
Basic Accounting	44	0
Project Management for Service Leaders	0	0

counselling, performance management, labor laws, personnel administration, etc.

Contract Management	35	14
Safety Health and Environment	19	0
Communicating the Transformation	25	0

1.2.2 Productivity Development Unit

This Unit concentrated in programmes that will help organisations profile rate their productivity in order to drive economic growth.

Training programmes are in the areas of WITS, Training of Trainers, Protocol and Etiquette, Performance Management and Development etc.

Table 3: Productivity Development Programmes

Programme	1 ST HALF	2 ND HALF
Business Process Management	85	80
Training of Trainers	98	26
Protocol and Etiquette	0	24
Performance Management and Development	0	0
Work Improvement Teams for Team Leaders	41	22
Office Management	0	0
Balanced Scorecard	112	0
Team Building Essentials	0	42
Performance Monitoring and Evaluation	44	0

1.2.3 Human Resource Development Unit

This Unit ponders on training programmes in the areas of manpower planning, recruitment, personnel testing, assessment, promotion, deployment, training and development,

Table 4: Human Resource Development Programmes

Programme	1 ST HALF	2 ND HALF
Competency based Interview	53	0
Supervisory Skills	113	134
Public Service Induction	46	46
Managing Discipline	106	53
Managing the Training function	0	0
Public Service Induction for Executives	14	21
Public Relations for Practitioners	9	34

1.3 Centre For Organisational Excellence

This centre performs 3 main functions to help public sector organizations in Botswana to achieve excellence.

(a) Research-This function focuses on the conduct of practical research on new approaches and best practices in management

and organizational excellence. Research can also be conducted to support the government reform agenda.

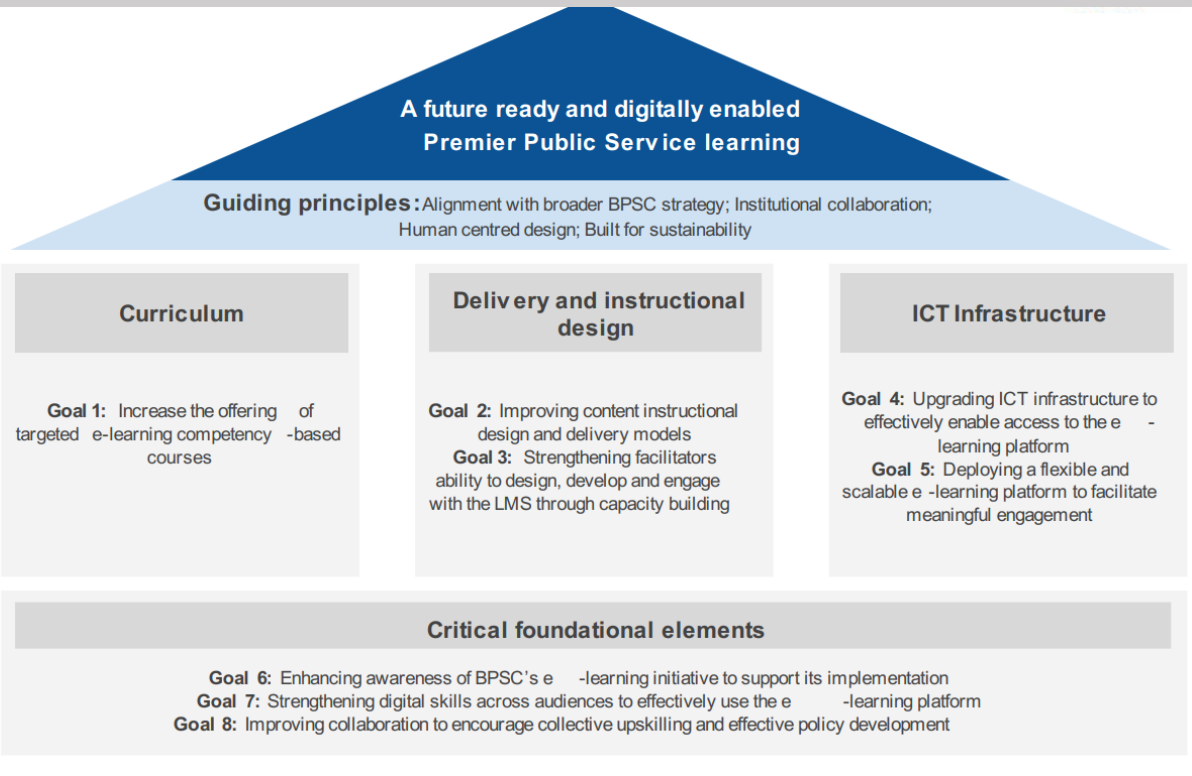
(b) Knowledge Repository- The repository serves to facilitate knowledge sharing and dissemination of good practices and norms in the public sector. It will help agencies learn quickly from one another without reinventing the wheel. The repository, once fully developed, will be a very useful source of knowledge for the BPSC management consultants.

(c) Advisory Services-This involves the provision of professional advisory services to public sector organizations by BPSC management consultants. Their main role is to assist the public service agencies to carry out their reforms agenda and help them work towards better service delivery.

2.ACHIEVEMENTS

2.1 Annual Performance Plan

ANNUAL PERFORMANCE PLAN			2022/23
PROGRAMME	DESCRIPTION	TARGET	ACTUAL (ACHIEVEMENT)
Transformational programmes	Aimed at driving the implementation of the Government Transformational Agenda/Reforms as well as National Priorities	505	248
Leadership Development Programmes	Aimed at developing leadership competencies at all levels of leadership across the public service	966	749
Public Service Professional Development Programmes	Aimed at building public service capacities to enhance delivery for a professional public service	1770	1423
Research and Advisory Services	Provision of research services to direct implementation of government policies as well as enhance programme delivery	• Conduct skills audit,	• MoFA and NPC skills audits conducted
		• Assess BPSC culture profile,	• BPSC culture profile completed
		• Conduct Training Needs Assessment	• TNA for MoFA completed
		• Bi-annual statistical briefs,	• Bi-annual statistical briefs completed
		• Annual report,	• Annual report completed
		• Participants data management system,	• Participants Data Management system completed
		• Bi-annually classroom feedback reports	• 1 st half classroom feedback report produced
		• Capacitate relevant staff on consultancy skills	• 17 staff members trained on consultancy skills
E-Learning Services	Aims for a future ready and digitally enabled Premier Public Service. Guides Curriculum, Design and Delivery, Infrastructure upgrade, Capacity building	• Situational analysis,	• Situational analysis completed
		• E-learning strategy,	• Draft strategy submitted
		• Development of online curriculum for 8 subject areas,	• Curriculum development ongoing
		• Equipping of labs for staff training	• Equipment of labs for staff training ongoing
		• E-Learning Platforms/LMS	• Ongoing

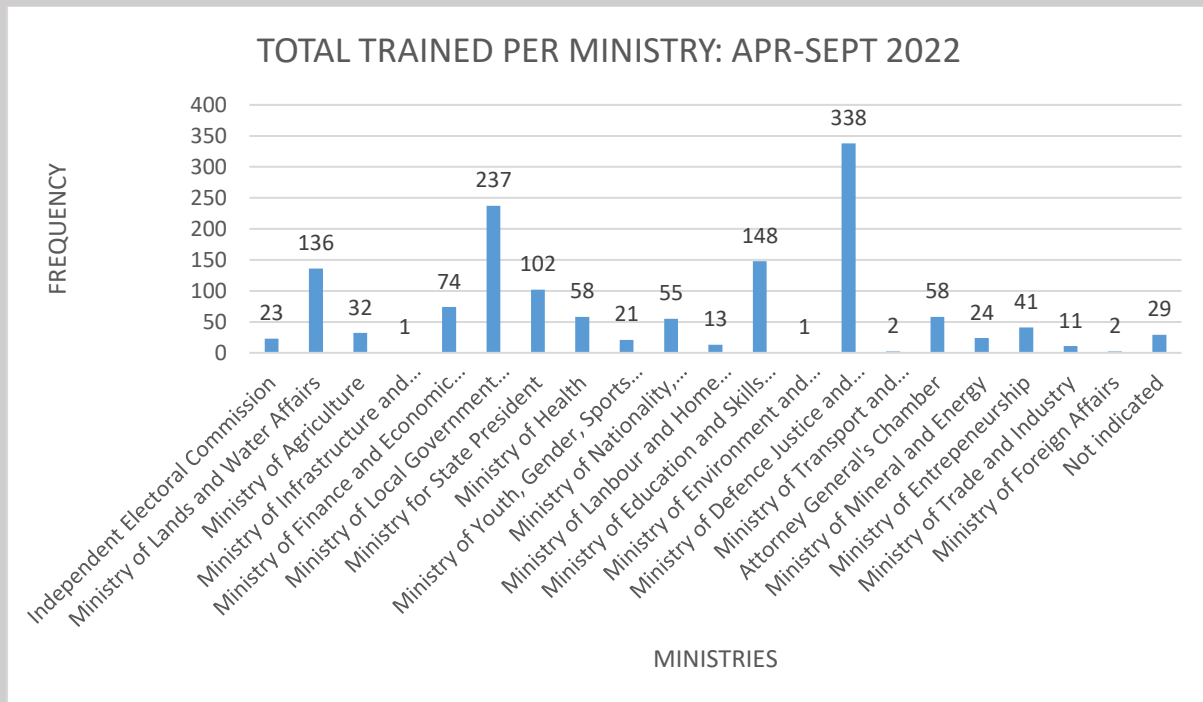


2.2 Trainings

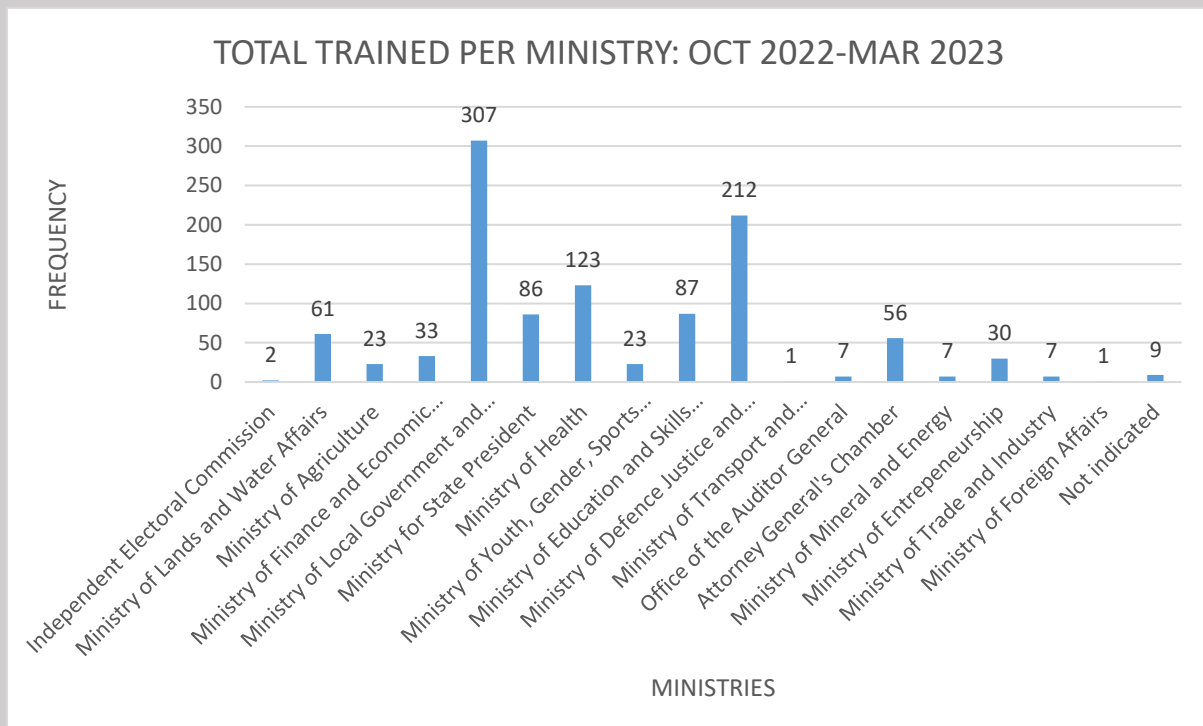


2.2.1 Total trained per Ministry

2.2.1.1 1st half: April – September 2022

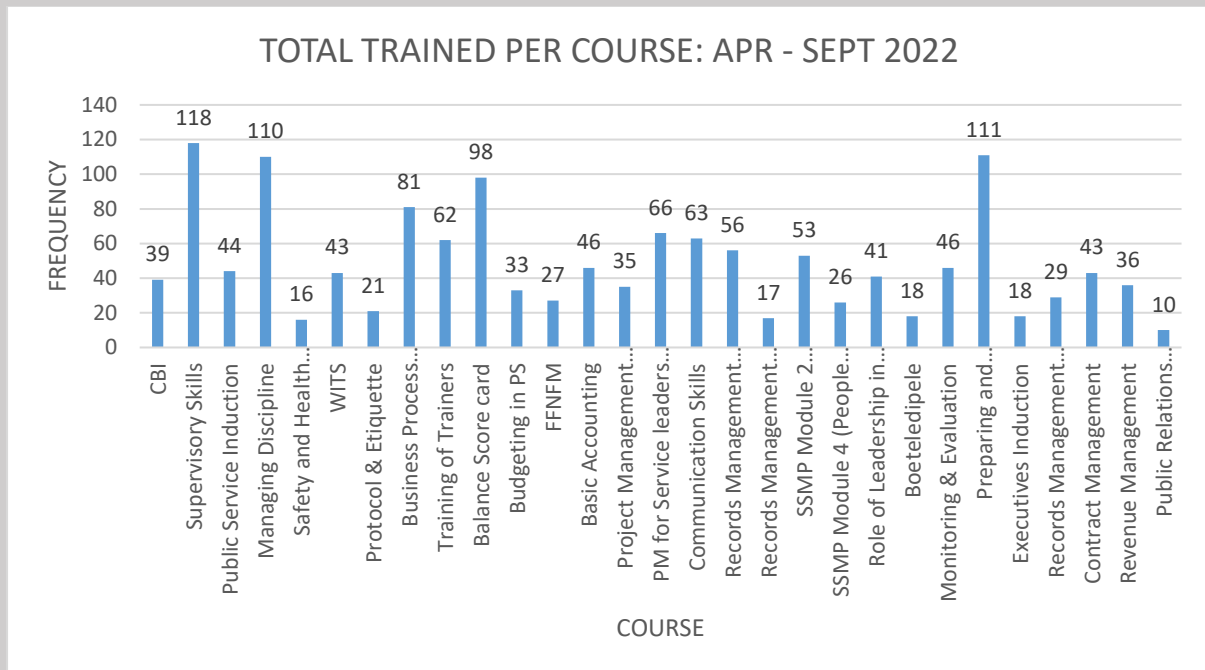


2.2.1.2 2nd half: October 2022- March 2023

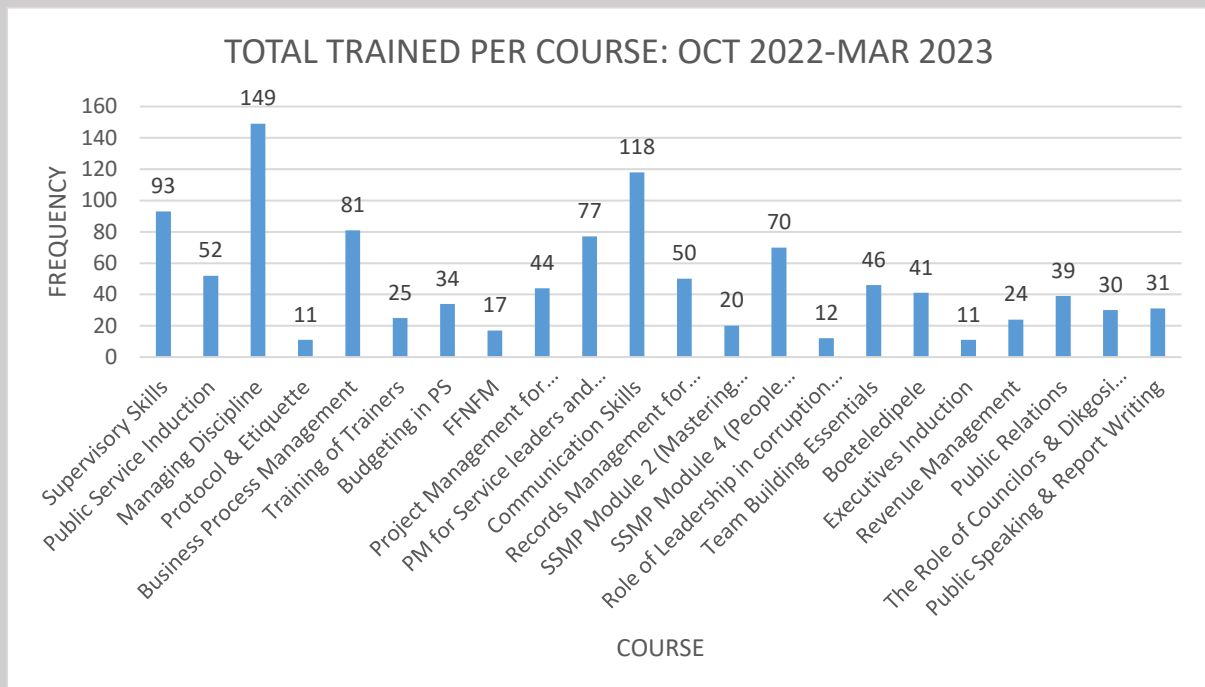


2.2.2 Total trained per course

2.2.2.1 1st half: April- September 2022



2.2.2.2 2nd half: October 2022- March 2023



2.3 New courses

Monitoring and Evaluation
46 participants

Public Service Induction
for Executives
27 participants

Speech Writing and Public
Speaking
31 Participants

Courses under
development
Sign Language
Employee Relations

2.4 TRAINING NEEDS ASSESSMENTS

The college through the Center for Organizational Excellence conducted a Training Needs Assessment (TNA) for the Ministry of Foreign Affairs (MoFA) in Botswana, in the period of December 2021 - July 2022. The TNA process included a review of reports and strategic documents; web based and administered survey; and focus group discussions during several virtual and face to face meetings.

The primary focus of this training need assessment was to determine the gap in capabilities of the Ministry staff, to assist the Ministry close the performance/proficiency gaps hindering excellent and competitive performance and improve the overall effectiveness and efficiencies of the 288 positions or individuals submitted by the MoFA Human Resource office. It entailed a skills gap analysis or audit vis-à-vis required competencies and development of individual development plans for each staff member; and a Workplace training plan for MoFA.

The participants were divided into two (2) **key target groups**, and these were requested to fill up the questionnaires;

- **Target Group 1** or for easier reference titled “Ministry Headquarters” including Permanent Secretary, Deputy Permanent Secretaries, Directors, Chief Administrative Officials, and Core officers both at C-Scale and D-Scale.

- **Target Group 2** or “Mission Staff” including Ambassadors, Minister Counsellors, First Secretary Administration and First Secretary Political.

Accordingly, two questionnaires for the survey were drafted; one for the Ministry Executives (both in headquarters and missions) and one for the rest of Ministry Staff. At the end of the survey, the college submitted 3 reports to MoFA; Training Needs Assessment Report, International Best Practice Report and the Ministry’s Skills Audit.

2.5 NATIONAL PLANNING COMMISSION SKILLS

AUDIT

The Botswana Public Service College conducted a skills audit for the National Planning Commission, NPC. The exercise started in October 2022 and was completed in March 2023. The National Planning Commission is the newly established organization mandated with the provision of inclusive leadership in national strategy development, planning, implementation coordination and performance monitoring. NPC is the result of merging four (4) organisations which had similar mandates; National Strategy Office (NSO), Government Implementation Coordination Office (GICO), Vision 36 Secretariat and the Planning Function from the Ministry of Finance. The main aim of the skills audit was to help the organization identify its employees’ skills and best place them in the organization.

The exercise covered only the core business of the organization and as such all-core employees from C scale and above were interviewed. A total of 18 executives (E and F

scale) and 46 general staff (C and D scale) participated in the survey. The results/ report is yet to be presented to the NPC management.

3. CORPORATE SERVICES

3.1 Expenditure

3.1.1 General expenditure report

Table 1: General Expenditure Report

Quarter	Provision	Virement (Into ACC)	Virement (Out ACC)	Remaining -Provision	Commitment	Expenditure	Balance	% Spent
1	2,910,18 0.00	0.00	0.00	2,910,180. 00	162,167.97	1,308,144.5 0	1,439,8 67.53	44.95
2	2,910,18 0.00	500,000.0 0	0.00	3,410,180. 00	293,989.98	2,049,233.3 5	1,066,9 56.67	60.09
3	2,910,18 0.00	500,000.0 0	0.00	3,410,180. 00	181,208.63	2,890,903.1 5	338,06 8.22	84.77
4	2,910,18 0.00	528,590.0 0	64,010.00	3,380,180. 00	27,198.83	3,328,533.5 0	66,447. 67	97.23

Source: BPSC Accounts Office

3.1.2 Expenditure per vote per Quarter

Quarter 1

Table 2: Expenditure for Quarter 1

VOTE	Expenditure in BWP	% Spent
00903 Domestic Supplies	39894.7	14.61
00909 Maintenance of Buildings	88,411.20	37.08
00919 Service charges -Institutional	1,119,436.30	60.13
00921 Stationery, Office & School	60,402.30	19.34
Total	1,308,144.50	44.95

Source: BPSC Accounts Office

Quarter 2

Table 3: Expenditure for Quarter 2

VOTE	Expenditure in BWP	% Spent
00903 Domestic Supplies	94,588.45	34.63
00906 First Aid Equipment	1,500.00	5.40

00909 Maintenance of Buildings	98,010.00	41.11
00911-Maint. of Furniture & Equipment	2,850.00	25.00
00912 Maintenance of Grounds	3,226.20	6.18
00919 Service charges -Institutional	1,678,585.10	71.08
00921 Stationery, Office & School	130,037.80	41.64
00924 Uniform & Protective Clothing	40,435.80	43.29
Total	2,049,233.35	60.09

Source: BPSC Accounts Office

Quarter 3

Table 4: Expenditure for Quarter 3

VOTE	Expenditure in BWP	% Spent
00902 Books, Library and Texts	18,480.00 (C)	
00903 Domestic Supplies	140,477.25	51.43
00906 First Aid Equipment	1,500.00	5.40
00909 Maintenance of Buildings	98,010.00	41.11
00911-Maint. of Furniture & Equipment	3,690.00	32.37
00912 Maintenance of Grounds	3,226.20	6.18
00919 Service charges -Institutional	2,272,464.00	96.23
00921 Stationery, Office & School	270,710.40	86.68
00922 Teaching Requisites	9,667.70	96.68
00924 Uniform & Protective Clothing	91,157.60	97.60
Total	338,068.22	84.77

Please Note: C means the committed amount

Quarter 4

Table 5: Expenditure for Quarter 4

VOTE	Expenditure in BWP	% Spent
00902 Books, Library and Texts	18,480.00	92.40
00903 Domestic Supplies	239,040.15	87.52
00906 First Aid Equipment	1,500.00	100
00909 Maintenance of Buildings	221,477.85	92.89
00911-Maint. of Furniture & Equipment	3,690.00	100
00912 Maintenance of Grounds	23,558.10	73.23
00919 Service charges -Institutional	2,331,829.80	98.74
00921 Stationery, Office & School	344,704.30	99.54
00922 Teaching Requisites	9,667.70	96.68
00924 Uniform & Protective Clothing	92,585.60	99.13
Total	3,286,533.50	97.23

4. HIGHLIGHTS

4.1 ONLINE NEWSPAPERS



For all the years, the Learning Resource Center has been tasked with the subscription of newspapers for Executive Office for both the College and the Assessment Center. This financial year there has been a change or a shift from hard copies to soft copies which saw the college subscribing not only for the Executive officers but 100 officers. Therefore, at the moment all Senior Management Team, Assessment Centre and D scale officers are having access (total of 41 Officers). The next batch will be C scale Officers and some of the former Industrial class who wish to have access.

The college has engaged Dikgang Publishing Company to supply them with online Newspaper subscription. At the moment, the college has subscribed for the following periodicals for a period of 1 year (12 months):

- Mmegi Monitor
- Midweek Sun
- The Guardian
- Mmegi (Friday)

4.2 STAFF DEVELOPMENTS



4.2.1 Assessment Design training

In July 2022, the academic staff and management were trained to be accredited trainers and assessors by Quality Skills Framework Consultancy, QSFC, as per the requirements of the Botswana Qualification Authority, BQA.

4.2.2 SPSS training

Two staff members, Ms. Modise and Mr. Setimela, from COE attended a 5-day Statistical Package for Social Sciences (SPSS) training facilitated by Statistics Botswana. The aim of the course was to equip Government employees directly involved with large data sets with handling and analysis of data to make them more efficient in their work.

4.2.3 Managing Consultancy Services

Botswana Public Service College dispatched seventeen (17) staff members to the Institute of Development Management (IDM) to take a course on Managing Consultancy Services. The 17 included the Executive Director, the Senior Management Team, trainers and researchers. The course was facilitated by the IDM consultants. It took a duration of one week as it commenced on the 10th of October 2022 and ended on the 14th of October 2022.

5 OUR STAFF

5.1 Anniversaries

0-5 Years

- Dikomang Kefilwe
- Dipatane Refilwe
- Mampane Thabo
- Mashabane- Keegope Kamogelo
- Matlhaba Moagi
- Mogapi Kearoma
- Mookodi Bernard
- Moseitse David
- Motseko Fredrick M.
- Motsumi Tebogo
- Nketsang Ontiretse
- Perfect Mpotsang
- Phirinyane Gonaya
- Poitshego Ikanyeng
- Raletsholo Kentse
- Ramosweu Oganeditse G
- Selatlho Gaedupe
- Serojane Girlie
- Ulaula Willard

6-10 Years

- Jonas Pauline
- Joseph Ireen
- Lebitla Gloria A.
- Motlaesi Gobotsamang
- Mozila Veronicah
- Owaitse Kelebaketse
- Peloewetse Daisy
- Seisa Oesi K
- Thomas Nkwebi
- Tsheko Butie T.

11- 15 Years

- Baleseng Gabotshajwe
- Bothate Monica
- Kabomo Lillian
- Keboutlule Neo
- Kgadimpa Ofentse
- Khunou Ntwaesele
- Lebekwe Zipporah
- Lenamile Gobothabelo
- Mokgatleng Ivy
- Mpho Mmoledi Obakeng
- Ramagapu Onalenna
- Raseokamo Ernest
- Thabano Soly
- Thiite Judith Ofentse

16-20 Years

- Barakanye Lorato
- Dumani Betty
- Gaborone Maitumelo
- Gaonakala Oaitse
- Kgomoethata Patricia
- Maotoanong Clara
- Mashona Karabo
- Modise Lesire
- Munyadzwe Mputse G
- Ookeditse Maphepha
- Otsweleng Phineas
- Pontsho Boitshepho
- Semumu Rosinah
- Seoseng Batlhophi
- Sesenyi Keone

21-25 years

- Keobatlile Bosetlha
- Kwadibana Meshack
- Lefatshe Kelebogile
- Leshupi Bridget
- Makiwa Ike
- Moeletsi Dintle
- Monthe Tiny
- Montsho Otlarongwa
- Mpho Chiyapo
- Podise Kealeboga
- Pule Ivy D.
- Ramoipone Cynthia
- Seboko Ontwaetse
- Thabatshe Bathobabedi

26-30 Years

- Ditlhogo Matshidiso
- Majafe Keamogete
- Modise Emelda
- Mokgethi Motsei
- Mokgosi Rabothale
- Pule Modisaotsile
- Sebonge Mbaita
- Setimela Gaboswetswe M.

INTERNS

- Jappie Bosele
- Molebalwa Precious
- Mooketsi Obakeng
- Motlhaleemang Kgotso
- Ngwigwa Rebaone
- Pheto Solofelang
- Sekalaba Thulaganyo
- Serumola Segomotso

31-35 Years

- Mathibidi Mercy
- Moilwa Nonofu

5.2 APPOINTMENTS AND MILESTONES

5.2.1 New Staff



Officer	Position	Salary Scale	Status
1. Ms. Refilwe Dipatane	Administration Officer (Programme Administration)	C3	Permanent and Pensionable
2. Mr. Thabo Mampane	Deputy Manager- Facilities Management	D1	Permanent and Pensionable
3. Mr. Ikanyeng Poitshego	Driver	B4	Permanent and Pensionable
4. Ms. Rebecca Mphoyakgosi	Principal Administration Officer- Facilities management	C1	Temporary; 14 October 2022- 14 March 2023

5.2.2 Promotions



Officer	New Position	Salary Scale
1. Ms. Emelda Modise	Head of Center- COE	E1
2. Mr. Ike Makiwa	Principal Trainer	D1
3. Ms. Grace Ramatho	Principal Trainer	D1
4. Mr. Ontiretse Nketsang	Assistant Director (II) Programme Administration	D2
5. Ms. Lorato Barakanye	Senior Trainer	D2
6. Ms. Patricia Kgomoethata	Trainer	D3
7. Ms. Maitumelo Gaborone	Chief Administration officer II (Programme Administration)	D3
8. Ms. Ogomoditse Mokibe	Chief Administration officer II (HR)	D4
9. Ms. Ivy Tsheko	Senior Executive Secretary	D4
10. Mr. Oaitse Gaonakala	Chief Administration officer II (Programme Administration)	D4

5.2.3



Officer	Position	Transferred to	Date
1. Mr. Stanley Makosha	Deputy Executive Director	Office of the President (secondment)	June 2022
2. Ms. Iwani Kutile	Assistant Admin Office	DPSM	December 2022
3. Ms. Bellinah Baker	Senior Manager CSD	MYSC	March 2023

Officer	Position	Transferred from	Date
1. Mr. Willard Ulaula	Senior Manager CSD	DPSM	March 2023

5.2.4



Officer	Programme	Duration	Place
1. Ms. Amuchilani Mokoka	PhD (Public Administration)	3-5 years	Punjabi University, India
2. Ms. Tsamodimo Sedimo	Masters (Public Administration)	1 year	Peking University, China

5.2.5



Officer	Date	Position	Salary Scale
1. Ms. Rebecca Mphoyakgosi	13/10/2022	Principal Administration Officer-Facilities management	C1
2. Mr. Stephen Ngwaga	31/12/2022	Driver	B4
5. Mr. Alfred Ramonaka	21/02/2023	Night watchman	A1

5.3 In Memoriam

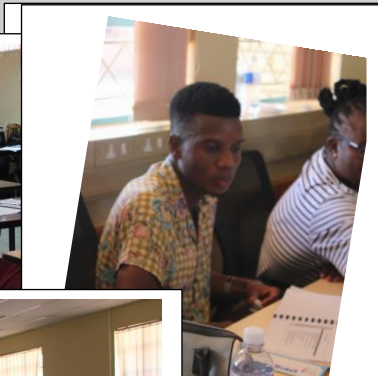


This past May, the college lost one of its seasoned trainers Ms. Agnes Ntwaagae. Aggie, as she was affectionately known in the college, she was astute, industrious, quietly driven, ambitious, results orientated and an asset to the college. She joined the then Botswana Institute of Administration and Commerce in 1990 where she completed her studies with a national diploma in Secretarial Studies and was ultimately assimilated as a member of staff as a personal

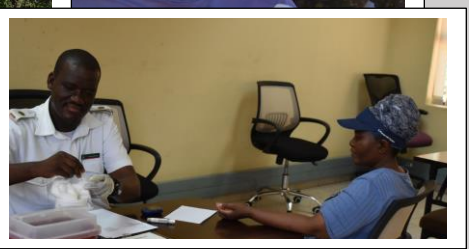
assistant in 1991 to 2001. She then enrolled for further studies to pursue a higher national diploma in secretarial studies which launched her career in lecturing. In 2009 as a senior lecturer, she went abroad for further studies in the United Kingdom and emerged victorious with BA(Hons) in Business Management. Upon her return, she was admitted to the training department as a Senior Trainer in the newly transformed Botswana Public Service College. Furthermore, Aggie did her Master's in Business Administration with the University of Botswana part time which she submitted her final work in 2021 and was awarded her Master's degree posthumously. Ms. Ntwaagae was a maestro of the college's customer service classes. May her soul rest in eternal Peace.

6. BPSC IN PICTURES

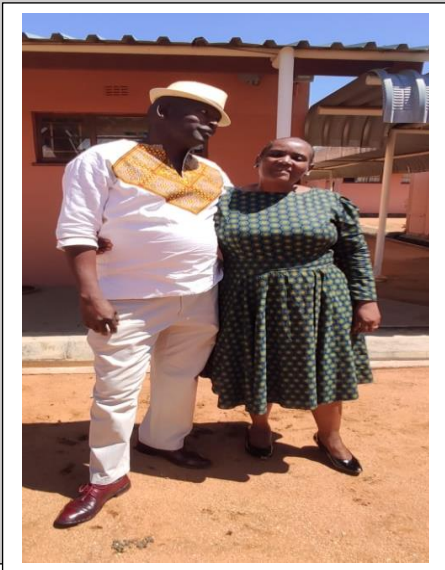
Training in action



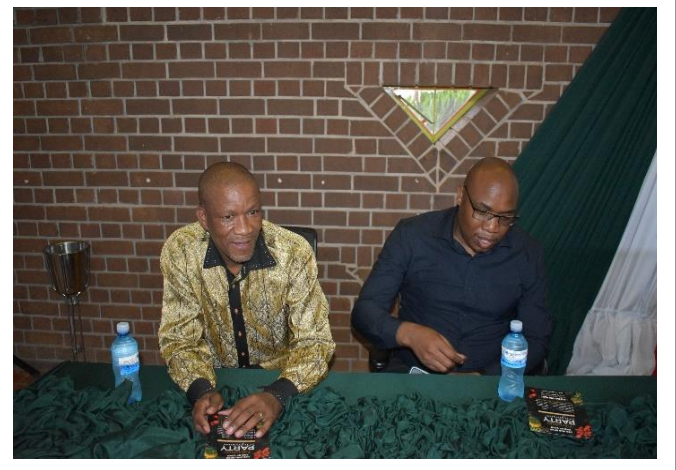
Health and Wellness

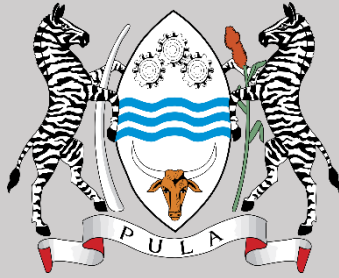


Culture day



Christmas party





**Botswana Public Service College (BPSC), Centre For
Organisational Excellence, Research Division**

5013 Jawara Road |Gaborone Village, P O Box 10026 |Gaborone,
Botswana |Tel: (00267) 3684200| Fax: (00267) 3684209
|<http://www.bpsc.bw>|
