



Botswana Public Officers' Medical Aid Scheme (BPOMAS)

EXPRESSION OF INTEREST

INDEPENDENT MEMBERS OF BPOMAS SUB-COMMITTEES

1. About BPOMAS

The Botswana Public Officers' Medical Aid Scheme (BPOMAS) was established through a Presidential Directive and registered as a society in 1990. It is a closed medical aid scheme providing healthcare cover primarily to public service employees, employees of parastatals and pensioners, as well as other eligible categories of members.

BPOMAS is one of the five active medical aid schemes in Botswana and operates within an established governance framework in which the Management Committee (ManCo) and its Sub-Committees provide governance and oversight.

The Scheme remains focused on providing sustainable healthcare solutions to its members while strengthening service delivery, member experience and the long-term sustainability of the Scheme.

2. Invitation

Botswana Public Officers' Medical Aid Scheme (BPOMAS) is seeking accomplished and experienced professionals to bring their expertise, insight and independent judgement to its governance structures.

BPOMAS invites suitably qualified professionals to express their interest in serving as Independent Members of the following Sub-Committees: the Human Resources, Social and Ethics Sub-Committee (HRSE), the Finance, Audit, Risk and Compliance Sub-Committee (FARC/FAC), and the Investment Sub-Committee (ISC). The Sub-Committee members will be appointed for a term of five (5) years and will be eligible for re-appointment for one further term of five (5) years, subject to the applicable Terms of Reference, satisfactory performance and relevant governance approvals.

3. General Eligibility and Governance Expectations

- Demonstrated professional standing and sound judgement relevant to the mandate of the Sub-Committee applied for.
- Ability to exercise independent judgement, act in good faith and in the best interests of the Scheme, and maintain confidentiality.
- Ability to identify, disclose and appropriately manage actual or potential conflicts of interest.
- Sufficient availability to prepare for and attend scheduled and ad hoc meetings and to contribute constructively to deliberations.
- Commitment to maintaining current professional knowledge and skills throughout the term of appointment.

4. Sub-Committee requirements

4.1 HUMAN RESOURCES, SOCIAL AND ETHICS SUB-COMMITTEE (HRSE)

Roles and Responsibilities

The Independent Sub-Committee Member will be expected to undertake the following key responsibilities:

- Guide ManCo on nominations, committee composition, succession planning and induction to support an appropriate mix of skills, experience, independence and continuity.
- Provide strategic oversight of people and organisational matters, including HR policies, executive performance, talent and succession, employee development, retention, employee relations, health and safety, and related workforce practices.
- Oversee remuneration governance, including remuneration policy, executive reward, performance-linked incentives and relevant remuneration recommendations.
- Oversee social, ethics and sustainability matters, including organisational ethics, corporate citizenship, stakeholder relations, labour and employment practices, and applicable social and regulatory obligations.

Qualifications

Applicants should possess the following qualifications:

- A relevant Bachelor's degree in Human Resources Management, Industrial/Organisational Psychology, Business Administration, Law, Corporate Governance, Sustainability/ESG, Ethics or a related field.
- A relevant postgraduate qualification and/or recognised professional certification in HR, remuneration, governance, ethics, sustainability or a related discipline will be an added advantage.

Experience

Applicants should demonstrate the following relevant experience:

- A minimum of eight (8) years' relevant professional experience, of which at least three (3) years should be at senior management or executive level.
- A minimum of three (3) years' prior experience serving on a Board, Board Sub-Committee or comparable governance/advisory committee is required.
- Demonstrable experience in one or more of the following areas: people governance, remuneration, nominations and succession, organisational development, social and ethics, or sustainability.

Core Competencies

Applicants should demonstrate the following core competencies:

- Strategic people and organisational governance; remuneration and performance governance; succession and talent oversight; corporate governance; social and ethics oversight; sustainability/ESG awareness; stakeholder management; policy analysis; independent judgement; integrity; analytical thinking; and constructive challenge.

4.2 FINANCE, AUDIT, RISK AND COMPLIANCE SUB-COMMITTEE (FARC/FAC)

Roles and Responsibilities

The Independent Sub-Committee Member will be expected to undertake the following key responsibilities:

- Oversee the Scheme's financial management and reporting, including budgets, management accounts, annual financial statements, accounting practices and overall financial health.
- Provide oversight of internal audit, external audit and combined assurance, including audit plans, findings, auditor independence and the effectiveness of assurance arrangements.
- Oversee enterprise risk management and compliance, including risk appetite, key risk exposures, authority limits, internal controls and adherence to applicable regulatory requirements.
- Oversee actuarial matters relevant to the Scheme, including the actuarial process and recommendations relating to benefit and contribution changes, where applicable.

Qualifications

Applicants should possess the following qualifications:

- A relevant Bachelor's degree in Accounting, Finance, Auditing, Risk Management, Actuarial Science, Law/ Compliance or a related discipline.
- A recognised professional qualification such as CA, ACCA, CIMA, CIA, a risk/compliance certification, actuarial qualification or equivalent specialist credential will be an added advantage, depending on the applicant's area of expertise.

Experience

Applicants should demonstrate the following relevant experience:

- A minimum of eight (8) years' relevant professional experience, of which at least three (3) years should be at senior management or executive level.
- A minimum of three (3) years' prior experience serving on a Board, Audit/Finance/Risk Committee, Board Sub-Committee or comparable governance committee is required.
- Experience in a regulated financial services, insurance, medical aid, pension, banking or similarly regulated environment will be an added advantage.

Core Competencies

Applicants should demonstrate the following core competencies:

- Financial literacy and financial reporting; audit and assurance; enterprise risk management; regulatory compliance; internal controls; governance; professional scepticism; strategic oversight; analytical and critical thinking; independent judgement; integrity; attention to detail; and clear communication.

4.3 INVESTMENT SUB-COMMITTEE (ISC)

Roles and Responsibilities

The Independent Sub-Committee Member will be expected to undertake the following key responsibilities:

- Guide the development and implementation of the Scheme's investment objectives, policies, strategy and asset allocation framework.
- Oversee the performance, risk, liquidity and reserve requirements of the investment portfolio, including strategic, property and other Group investments.
- Oversee the Group's strategic assets, including BPOMAS Property Holdings and healthcare-related strategic investments, by reviewing their strategy, valuations, capital plans, performance and risk exposures.
- Evaluate and oversee investment advisers, fund managers and other investment service providers, including appointments, performance, fees, conflicts of interest and continued suitability.
- Appraise direct and unlisted investment proposals brought to the Group, including private equity and venture-stage opportunities, covering investment rationale, valuation, deal structure, transaction terms, risk allocation, governance rights and exit, and recommend a position to the Management Committee.
- Monitor compliance with the Investment Policy and recommend appropriate portfolio actions, including rebalancing, reserve funding and responses to material investment or market developments.

Qualifications

Applicants should possess the following qualifications:

A relevant Bachelor's degree in Finance, Investments, Economics, Accounting, Property/Real Estate, Strategy, Healthcare Management/Health Economics or a related field.

A relevant postgraduate qualification and/or recognised professional designation such as CFA, CA, ACCA, CIMA, a property/investment certification or equivalent specialist credential will be an added advantage.

Experience

Applicants should demonstrate the following relevant experience:

- A minimum of eight (8) years' relevant professional experience, of which at least three (3) years should be at senior management or executive level.
- A minimum of three (3) years' prior experience serving on an Investment Committee, Board, Board Sub-Committee or comparable governance committee is required.
- Demonstrable experience in institutional investment, asset management, portfolio oversight, property investment, investment strategy or healthcare-related investment will be an added advantage.
- Independent members are required to collectively cover finance, transactions, strategy, property and healthcare disciplines. Applicants should indicate the discipline(s) in which they have the strongest depth.
- At least one independent member is required to bring direct transaction experience, covering origination, due diligence, valuation, structuring, negotiation and exit in private equity, venture capital, corporate finance or direct investment transactions. Applicants relying on this experience should list the transactions they led or advised on, stating their role, the transaction size and the outcome.

Core Competencies

Applicants should demonstrate the following core competencies:

- Investment strategy and asset allocation; portfolio and investment risk; liquidity and reserve management; financial analysis and valuation; transaction appraisal, structuring and negotiation; due diligence; unlisted and private-market investment; property investment; strategic thinking; healthcare-sector awareness; investment governance and regulatory compliance; service-provider oversight; performance monitoring; analytical judgement; integrity; independence; and effective stakeholder communication.

5. Application Requirements

Interested applicants are required to submit the following documents and information in support of their application:

- A signed Expression of Interest / application letter indicating the Sub-Committee applied for.
- A detailed curriculum vitae setting out qualifications, relevant professional experience, senior leadership experience, board and committee experience, and current professional memberships.
- Certified copies of relevant academic and professional qualifications.
- Details of current and previous board/committee memberships
- Contact details for at least two professional referees.

6. Submission

Interested candidates should submit their applications by **13 October 2026** via email to Recruitment@Bpomas.co.bw, clearly stating in the subject line: "Expression of Interest - Independent Sub-Committee Member - [HRSE / FARC / ISC]".

Note: BPOMAS reserves the right to verify information provided and to conduct appropriate due diligence before appointment. Appointment is subject to the applicable governance approvals and Terms of Reference.

View the Privacy Notice on the website.

Privacy Notice for Job Applicants

BPOMAS maintains a legitimate interest to process information of the applicant for purposes of recruitment of the abovementioned position. The personal information collected may include your name, contact details, qualifications, employment history, references, identity verification information, and any other information you choose to provide in your application.

Your personal information will be used to:

- Assess your suitability for the advertised position;
- Verify qualifications, references, and employment history where applicable;
- Communicate with you regarding your application; and
- Comply with legal and regulatory obligations.

Access to your personal information will be restricted to authorised personnel and, where necessary, recruitment service providers involved in the hiring process. Your information will not be used for any purpose unrelated to recruitment without your consent or unless required by law.

Your personal information may be retained for a reasonable period in accordance with our records retention requirements and applicable data protection laws, after which it will be securely deleted or anonymised.

You have the right to request access to, correction of, or deletion of your personal information, subject to applicable legal and regulatory requirements.

By submitting your application, you acknowledge that BPOMAS will collect and process your personal information for the purpose of managing and administering the recruitment and selection process as stated above.