

## Gaborone Office

Debswana Pension Fund  
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# Launch Your Future: Investments and Finance Internships

Debswana Pension Fund (DPF) is a Botswana based defined contribution pension fund licensed under the Retirement Funds Act (2014). Established as a joint initiative between De Beers Botswana Mining Company (now Debswana), Anglo American Corporation Botswana (Pty) Ltd, and De Beers Prospecting Botswana (Pty) Ltd, DPF is the largest private pension fund in Botswana.

With assets valued at approximately BWP 12 billion as of 31 December 2024, the Fund continues to play a pivotal role in the retirement services industry. DPF provides pension management services to employees across the De Beers group of companies, including Debswana Diamond Company, Morupule Coal Mine, De Beers Holding Botswana, De Beers Global Sightholder Sales, Diamond Trading Company Botswana, Debswana Pension Fund, and Mmila Fund Administrators.

The following internship opportunities exist for suitably qualified and self driven individuals;

## 1. INVESTMENT INTERN (1 YEAR FIXED TERM INTERNSHIP)

**Reporting to: Investment Manager**  
**Main Purpose of the Role**

You will support the Investment Department with administrative, analytical, and operational tasks that contribute to implementing the Fund's investment strategy, including portfolio monitoring, research, compliance, and reporting.

### Key Responsibilities

- Assist in monitoring investment performance and compiling periodic reports.
- Support research and analysis on local and global financial markets, economic trends, asset classes, and investment opportunities.
- Assist in checking compliance with internal investment policies, guidelines, and regulatory requirements.
- Support preparation of reports, presentations, briefing notes, and investment committee materials.
- Help maintain investment documentation, records, and data accuracy.
- Contribute to administrative, and project and property related tasks within the department.
- Attend to any other investment related tasks.

### Key Attributes

- Strong analytical and quantitative reasoning.
- High ethical standards and attention to detail.
- Good communication and research skills.
- Demonstrated interest in investments and financial markets.
- Ability to work under pressure and meet deadlines.
- Adaptability, willingness to learn, and teamwork.

### Qualifications & Requirements

- A Bachelor's Degree in Finance, Economics, Accounting, Investments, Statistics, or related fields.
- Strong academic performance and interest in the investment profession.
- Proficiency in Microsoft Excel and basic data analysis is an advantage.
- Prior internship or volunteer experience in finance is beneficial but not required.

## 2. FINANCE INTERN (1 YEAR FIXED TERM INTERNSHIP)

**Reporting to: Head of Finance and IT**  
**Main Purpose of the Role**

You will support the Finance Department with day to day accounting, financial reporting, tax administration, and administrative tasks, gaining exposure to pension fund finance operations, reconciliations, financial controls, and compliance processes.

### Key Responsibilities

- Assist in preparing financial reports.
- Support the procurement process by processing orders, invoices, and payments.
- Assist with bank, and investments' reconciliations.
- Assist in monthly tax administration processes.
- Verify financial documentation and maintain proper records.
- Support compliance with internal controls, financial policies, and audit requirements.
- Assist with departmental projects and process improvement initiatives.
- Provide general administrative support.

### Key Attributes

- Strong numerical and analytical ability.
- High ethical standards, confidentiality, and professionalism.
- Attention to detail and strong organisational skills.
- Ability to work under pressure and meet deadlines.
- Good communication and teamwork abilities.
- Eagerness to learn and adapt in a dynamic environment.

### Qualifications & Requirements

- A Bachelor's Degree in Accounting, Finance, Economics, Business, or related fields.
- Good academic performance and demonstrated interest in finance or accounting.
- Proficiency in Microsoft Excel; exposure to accounting systems is an advantage.
- Prior internship or volunteer experience is beneficial but not required.

### How to Apply

Interested candidates should submit:

- An application letter
- Detailed and updated Curriculum Vitae
- Certified copies of academic certificates and transcripts

Applications should be emailed to: [DPFrecruitment@debswana.bw](mailto:DPFrecruitment@debswana.bw)  
Only shortlisted candidates will be contacted.

**Closing Date:** 6th March 2026.

## DPF Values:

Member-centric | Credibility | Accountability | Agility | Self-Driven and Motivated