

BOTSWANA UNIFIED REVENUE SERVICE

EXTERNAL VACANCY CIRCULAR NO. 2 OF 2016

Botswana Unified Revenue Service (BURS) is a semi-autonomous organisation of Government responsible for assessing and collecting tax revenue as well as border administration. BURS invite dynamic self-motivated and qualified citizens of Botswana to apply for the following positions:

1. BUSINESS SYSTEM ANALYST (RE-ADVERTISEMENT)

Main Purpose of the Job:

Responsible for a full range of activities which ensure the operational effectiveness on excellence of business applications. Plans, organizes and controls Information Technology programming projects. Supervises all activities related to the design, development and implementation of BURS Information systems and software applications. Analyses, designs and documents existing and proposed software systems. Works with users to clarify requirements and resolve problems. Also, responsible for supporting existing systems and applications. The Business Analyst will be the point of contact between the business units and application development specialists.

Key Performance Areas

1. Business Requirements Analysis
2. System Design and Development
3. Technical Documentation and Change Management
4. System Support.
5. System Optimization
6. Team cohesion and personal effectiveness
7. Project Management

Position Requirements

Qualifications: Degree in Information Technology and an Industry Certification (e.g. OCP, Java Certification)

Experience: **Degree Holders:** At least **four (4) years** post qualification experience including system analysis and design, data warehouse or data mart design and systems quality assurance, **two (2)** of which should have been at supervisory/ management level or equivalent. Knowledge of IT Service Management tools and standards e.g. ITIL or MOF for service delivery are essential.

Competencies: Excellent communication skills (verbal & written)
Diagnostic thinking and problem solving
Initiative and innovation
Technical proficiency
Customer focus
Technical communications
Team work
Analytical and investigative skills
Technical writing skills

Salary: **BURS 05 (P 227, 664 – P 306, 204 per annum)**

Benefits:

BURS offers a competitive salary and benefits such as, Medical Aid Scheme, Contributory Pension Fund, Group Life Assurance Cover, 24 hour Group Personal Accident cover, Housing Subsidy and Staff Welfare Schemes (Personal and Guaranteed Residential and Vehicle loans etc).

Candidates who meet the requirements for the above mentioned position should apply and attach comprehensive up to date curriculum vitae, certified copies of certificates and at least two (2) work related references from current or previous employers at least one (1) reference should be current. However, your CV should be up to date and should reflect previous work experience clearly. Applications which do not meet the required provisions will not be considered. All applications should be addressed to;

Director Human Resources
Botswana Unified Revenue Service
Block B, 4th Floor
Private Bag 0013
Gaborone

Note that BURS will only enter into correspondence with short listed candidates.

For any information regarding this position, please contact the Human Resources office at these numbers: **(A. Pule) 3638910, (M. Ramosese), 3638905 or (I.P Gaobolwe) 3638924**

Closing date: 24th March, 2016 at 1630 hours

***NOTE:* The previous advertised position has been withdrawn due to some errors in the job profile.**