



EXTERNAL VACANCY CIRCULAR NO. 5 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 position:

1. TECHNOLOGY ANALYST (GABORONE X 2)

Main Purpose of the Job:

To manage the installation, configuration, upgrading, administration, monitoring and maintenance of computer equipment, and direct support for infrastructure hardware and software problems in support of operating system (s).

Key Performance Areas

1. Technology implementation
2. Systems support & optimization
3. Infrastructure administration
4. Team cohesion and personal effectiveness
5. Business requirement analysis
6. Technical documentation & change management
7. Customer service

Position Requirements

Qualifications: Degree in Information Technology or related Discipline and an industry certification e.g. Cisco Certified Network Associate, Linux or equivalent. An EC-Council CEH qualification will be an added advantage.

Experience

Degree Holders: At least two (2) years relevant post qualification experience at officer level or equivalent with a good background in Windows and Linux operating system as well as a high-quality appreciation of TCP/IP and IT Security.

Competencies:

- Customer Focus
- Time Management
- Able to work both within a team and individually
- Conceptual thinking
- Must have a flexible proactive attitude and be willing to take on responsibility and use own initiative.

Salary: BURS 06 (P 165,804 – P 222,780 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, certified copy of Omang 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 and BURS will only enter into correspondence with short listed candidates.

All applications should be addressed to;

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

For any information regarding this position, please contact the Human Resources office at these numbers: **3638906 (L. Tubego), 3639606 (M. Ntapu) or 3638936 (L. Mogorosi)**

Closing date: 21st December, 2016 at 1630 hours.