



EXTERNAL VACANCY CIRCULAR NO. 1 OF 2017

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. PRINCIPAL COMMUNICATIONS OFFICER

Main Purpose of the Job:

To coordinate the preparation and implementation of public relations initiatives, communications campaigns, change management communication and brand management programs to promote understanding of the BURS services in order to achieve the BURS strategic objectives.

Key Performance Areas

1. Effective service and support in the implementation of Communications and Change Management strategies and standards
2. Existence of appropriate and quality information and public awareness material
3. Quality of BURS' publications and multi-media material
4. Adherence to publication time tables and deadlines
5. Response to enquiries from the public, media and other organizations.

Position Requirements

Qualifications: Bachelor's degree in Journalism, Public Relations, Communications, Marketing or related area.

Experience: At least **four (4)** years relevant post qualification experience in communications, media or public relations, two (2) of which should have been at Senior Officer level.

Competencies: Technical Expertise
Critical Thinking
Creativity & Innovation
Assertiveness
Communication
Team work

Salary: BURS 05 (P 257,964 – P 343,388 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, Omang and at least two (2) work related references from current or previous employers at least one (1) reference should be current.. It is not necessary to complete an application form. 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: Candidates who meet the requirements for the above mentioned position should apply and attach the necessary supporting documents. BURS will only enter into correspondence with shortlisted candidates.

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: 30th January, 2017 at 1630 hours