



EXTERNAL VACANCY CIRCULAR NO 10 OF 2017

REF: BURS/HRD/ROD 8 II (58)

DATE: 25th SEPTEMBER 2017

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

ECONOMIC RESEARCH SPECIALIST x 1

Main Purpose of the Job

To lead the economic and financial research and prepare forecasts and analyses to facilitate the ability of BURS to develop appropriate strategies and interventions to deliver on its mandate and agreements with Government to maximise through analysis of tax revenues, calculation of the tax gap, and other indicators which will assist in determining revenue targets and operational efficiencies.

Key Performance Areas

1. Availability of economic and other relevant information as required
2. Analysis/reporting and presentation
3. Leadership and team responsibilities
4. Accuracy of statistics, projections and forecasts
5. Compliance with timetables and preparation of reports

Position Requirements:

Education: Degree in Economics, Finance, Statistics or related area, specialising in Government revenue related areas.

Experience: At least Six (6) years relevant post qualification experience in economic research and analysis, preferably in the macroeconomic areas with a detailed understanding of the make-up of Botswana's revenue budgets, two (2) of which should have been at professional level or equivalent

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

Salary: **BURS 04 (P369,456 – P448,620 per annum)**

Benefits:

BURS offers a competitive salary and benefits such as, Medical Aid, Contributory Pension Fund, Group Life Assurance Cover, 24 hour Group Personal Accident cover, Housing Subsidy and Staff Welfare Schemes (Non-Guaranteed Personal and 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. 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:** Applicants are informed that those that have been shortlisted may be invited for interviews through the intranet, email or personal calls.*

For any information regarding this position, please contact the Human Resources Division at these extensions: **3638906 (L.Tubego), 9606 (M. Ntapu) 8936 (K. Makale)**

Closing date: 06th October, 2017 at 1630 hours