



EXTERNAL VACANCY CIRCULAR NO 11 OF 2017

REF: BURS/HRD/ROD 8 II (70)

DATE: 7th NOVEMBER 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:

MANAGER, OBJECTIONS & APPEALS x 1

Main Purpose of the Job

To coordinate the implementation of objections and appeals processes through provision of input and recommendations on taxpayer appeals as well as facilitate the resolution of objections in order to safeguard the integrity of the revenue laws and enhance compliance.

Key Performance Areas

1. Appropriate and consistent application of legislation and regulations.
2. Educated taxpayers and voluntary compliance.
3. Reduction in objections and appeals.
4. Reduction in taxpayer queries.
5. Customer service.
6. Training and development of staff.

Position Requirements:

Education: Degree such as Accounting, Audit, Degree in Law, or membership of an internationally recognized institute of professional accountant such as ACCA or CIMA.

Experience: At least six (6) years relevant post qualification experience in the Accounting, Audit, Legal, and Tax administration profession, two (2) of which should have been at professional or supervisory level or equivalent, preferably in a revenue service/tax administration environment.

Competencies: Team Leadership
Planning & Organising
Critical Thinking
Creativity & Innovation
Management Resources
Consultations & Interpersonal Relations
Judgement & Decision Making
Development & Empowerment of others

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 positions 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: Candidates who meet the requirements for the above mentioned positions should apply and attach the necessary supporting documents. BURS will only enter into correspondence with shortlisted candidates.

For any information regarding these positions, please contact the Human Resources office at these telephone numbers: **3638906 (L. Tubego), 3639606 (M. Ntapu) or 3638936 (K. Makgale).**

Closing date: 20th November, 2017 at 1630 hours