



EXTERNAL VACANCY CIRCULAR NO 1 OF 2018

Botswana Unified Revenue Services (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 visit the BURS website and apply for the following posts:

1. CUSTOMS MANAGER, CUSTOMS AND EXCISE REVENUE x 1 (GABORONE)

Main Purpose of the Job

To develop, plan and manage policies, processes and procedures to facilitate implementation of Excise, licensing management and agency work in line with emerging customs and trade trends, revised provisions of legislation and international conventions, thereby contributing to the achievement of BURS' objectives and strategies.

Key Performance Areas

1. Effective policies, processes and procedures in line with international customs and excise standards and conventions.
2. Improved partnerships through MOUs and SLAs.
3. Improved revenue and security strategies through agency work.
4. Efficient license management system and practices in place.

Position Requirements

Qualifications: Bachelor's Degree in Accounting, Taxation, Law, Customs, Economics, Commerce, or Statistics. A post graduate degree or full membership of an internationally recognized institute of professional accountants such as ACCA, CIMA, CA. will be an added advantage.

Experience: At least **six (6)** years relevant post qualification experience in Customs administration, **two (2)** of which should have been at professional or supervisory level or equivalent in Customs administration.

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

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

2. SENIOR HUMAN RESOURCES OFFICER x 2 (COUNTRYWIDE)

Main Purpose of the Job

To deliver a wide range of Human Resource administrative services and advice in relation to the equitable application of BURS' terms and conditions of employment, in order to promote the maintenance of a motivated and productive labour force.

Note: *This is a multi-skilled position; Senior HR Officers are expected to work in a range of specialized delivery areas as well as supervising junior staff.*

Key Performance Areas

1. Maintenance of accurate records
2. Timely delivery of services
3. Quality Customer service
4. Supervision and on the job training

Position Requirements:

Education: Bachelor degree in Human Resource Management or related qualification.

Experience: At least **two (2)** years relevant post qualification experience at Officer Level or equivalent.

Competencies: Technical Expertise
Critical Thinking
Communications
Team Leadership
Planning & Organising

Salary: **BURS 06 (P187,968 – P252,552 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 that 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) or 3638936 (K. Makgale).**

Closing date: 12th March 2018 at 1630 hours