



## **EXTERNAL VACANCY CIRCULAR NO 4. 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. PRINCIPAL ADMINISTRATION, RECORDS AND INFORMATION OFFICER x 1**

#### **Main Purpose of the Job**

To organise, supervise and control the day to day implementation of efficient and cost effective general administration, records and information services in accordance with the approved Records and Information Management policies and procedures. This will contribute to the achievement of BURS' strategic goals.

To coordinate the provision of administrative services of cleaning, hospitality, communication enablers in accordance with set regulations and standards.

#### **Key Performance Areas**

1. Records and information availability & integrity
2. Adherence to general administration, records and information management policies and procedures
3. Effective and efficient general administration, records and information management
4. Security of BURS records and information
5. Compliance to service level agreement
6. Customer service and satisfaction
7. Quality and timely reports

## **Position Requirements**

**Qualifications:** Bachelor's Degree/ in Archives, Records Management, Administration or related area; or any Degree plus Diploma in Archives and Records Management or related area.

**Experience:** Degree: At least four (4) years relevant post qualification experience two (2) of which should have been at Senior Officer Level.

**Competencies:** Technical Expertise  
Accuracy & Attention to detail  
Procedural awareness & understanding  
Client focus  
Team work  
Critical Thinking  
Communication  
Team Leadership  
Planning & Organising

**Salary:** BURS 05 (P279, 108 – P371, 952 per annum)

## **2. SENIOR INTERNAL AUDITOR, IT SYSTEMS x 1**

### **Main purpose of job**

To carry out assignments in accordance with the Internal Audit Annual Work Plan and international Professional Auditing Standards and Ethics and identify potential weaknesses in IT systems and controls which may jeopardize the accuracy of data processing and reports, and make practical recommendations to Management.

### **Key Performance Areas**

1. Documented audit evidence
2. Enhanced efficiency, IT operations as a result of implementation of Internal Audit recommendations.
3. Improved implementation of past IT audit recommendations
4. Effective follow up of Internal Audit recommendations
5. Constructive audit reports with value adding recommendations

## **Position Requirements**

**Qualifications:** Bachelor's Degree in Information Technology, Information Systems, or equivalent. Professional certification of Certified Information Systems Auditor (CISA) /Certified Internal Auditor (CIA) will be an added advantage.

Membership of an internationally recognized institutions such as Institute of Internal Auditors (IIA), Information System Audit and Controls Association (ISACA), is desirable.

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

**Competencies:** Technical Know How  
Analytical Thinking  
Communications  
Results oriented  
Team work

**Salary:** BURS 06 (P195, 552 – P262, 740 per annum)

### **3. MANAGER, LEGAL SERVICES – CONTRACT MANAGEMENT**

#### **Main Purpose of the Job**

To manage all work relating to contract and legal drafting including the monitoring of BURS contracts, tax laws, and legal resource books. Also to provide related technical legal services as assigned to ensure that the activities of BURS are consistent with relevant tax laws and other legislations thereby contributing to the achievement of BURS' objectives, mandate, and revenue maximisation.

#### **Key Performance Areas**

1. BURS contracts drafted in accordance with relevant laws.
2. Effective monitoring of BURS contracts in conjunction with project managers.
3. Ensure procurement compliance with legislation and regulations.
4. Custodianship over BURS' contracts.

## **Position Requirements**

**Education:** Bachelor of Laws Degree (LL.B) from any recognized University. A Master's Degree in Law, Management, and Taxation will be an added advantage.

**Professionalism:** Must have been admitted as Attorney at Law.

**Experience:** At least four (4) years relevant post qualification experience within a legal environment, two (2) of which should have been at a professional or supervisory level or equivalent.

**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 (P388, 164 – P471, 336 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 this telephone number: **3639500 (M. Ntapu or A. Pule)**.

**Closing date: 16<sup>th</sup> November 2018 at 1630 hours**