



EXTERNAL VACANCY CIRCULAR NO 1 OF 2019

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. HUMAN RESOURCES BUSINESS PARTNER – HEAD OFFICE x 1

Main Purpose of the Job

To deliver quality HR services to the region/function, and the equitable implementation of delegated HR services and authorities at regional/functional level, a wide range of HR functions including:

- Organisation development
- Performance management and improvement
- HR development
- HR administration
- Employee relations
- Wellness

With close coordination with strategy planning, research monitoring and reporting, and business process management teams in order to promote and maintain a motivated, productive labour force and minimise grievances and disputes arising out of the application of terms and conditions of employment.

Note: *This is a multi-skilled position; HR Business Partners are expected to work in a range of delivery areas at Regional Offices/functional units to which they are assigned.*

Key Performance Areas

1. Quality advice
2. Minimise grievances

3. Maintenance of accurate records
4. Timely delivery of services
5. Quality Customer service

Position Requirements

Qualifications: Bachelor's degree in Human Resource Management or related qualification.

Experience: At least **six (6)** years relevant post qualification experience in diverse human resource practices, **two (2)** of which should have been at 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
Negotiation and Advocacy

Salary: **BURS 04 (P388, 164 – P471, 336 per annum)**

2. PROGRAMMER x 2

Main purpose of the job:

To be responsible for the performance of any/all functions involved in the development and/or maintenance of new or existing applications.

Using programming language and technology, writes code, completes programming and documentation, and performs testing and debugging of applications. Analyzes, designs, programs, debugs and modifies software enhancements and/or new products used in maintain, audit and improve organisational support systems by using existing systems or incorporating new technologies to meet particular needs of the organization.

Key Performance Areas

1. Developing and implementation of web-based java / non- java applications per design.
2. Ability to interpret technical design documentation eg UML diagrams etc.
3. Profound insights into software development, documentation and unit testing.
4. Understanding of established software development lifecycle and familiarity with at least 1 version control system.
5. Fundamental understanding of web-based system programming and MVC architectural development.
6. Good knowledge and demonstrated troubleshooting abilities on connectivity issues due to firewall, load balancer, proxy, and others. Knowledge of Web Services and integration methodologies
- 7 .Experienced with SQL Query Development as it relates to databases applications implementation
8. Customer service
9. Training of staff

Position Requirements:

Qualifications: Bachelor's degree in Computer Science, Information Technology or related field and recognized industry certification, in Java closely related object oriented language, JavaScript, html, is desirable.

Experience: At least **two (2)** years relevant post qualification experience in programming at Officer level or equivalent, with knowledge of Oracle, Java, SQL, Java Script etc.

Competencies: Technical Expertise
Critical Thinking
Creativity & Innovation
Assertiveness
Communication
Team Leadership
Planning & Organising

Salary: **BURS 06 (P195, 552 – P262, 740 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 3638923 (M. Bothata).**

Closing date: 22nd April 2019 at 1630 hours