



## **EXTERNAL VACANCY CIRCULAR NO 3 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. CUSTOMS MANAGER, CUSTOMS AND EXCISE REVENUE x 1**

#### **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:** Bachelors Degree in Accounting, Taxation, Law, Customs, Economics, Commerce, Statistics or equivalent. A post graduate qualification 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 (P388, 164 – P471 336 per annum)**

## **2. CUSTOMS MANAGER, TRADE FACILITATION x 1**

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

To develop, plan and manage policies, processes and procedures to enable implementation of a continuously modern and reformed Customs administration/service, 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. Delivery of cost effective and efficient services
2. Developed implementation strategies to international customs and excise standards and conventions
3. Consistency in the application of standardized processes and procedures.
4. Effective Management of staff
5. Introduced Customs modernization initiatives

### **Position Requirements**

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**Competencies:** Team Leadership  
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**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 and BURS will only enter into correspondence with the short listed candidates.

All applications should be addressed to;  
**Director Human Resources**  
**Botswana Unified Revenue Service**  
**Block B, 4th Floor**  
**Private Bag 0013**  
**Gaborone**

For more information regarding these positions, please contact the Human Resources office at these numbers: **Ms. L. Tubego @ 3638906, Ms. M. Bothata @ 3638935 and Ms. T. Kgosipula @ 3638936**

**Closing Date: 13th June, 2019 at 16:30 hours**