



## **EXTERNAL VACANCY CIRCULAR NO 2 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. 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. 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 must have been at a 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)

## **2. MANAGER, IT- OPERATING SYSTEMS & SERVER ADMINISTRATION**

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

To manage all aspects of BURS operating systems and server (Linux and Microsoft) administration, including purchase, installation, and life-cycle maintenance of operating systems and servers.

### **Key Performance Areas**

1. Effective provision, installation/configuration, operation and maintenance of systems hardware, software and related infrastructure, including end user systems
2. High availability and acceptable level of performance of mission critical host computer resources
3. Data Centre security to ensure business information and data security and integrity
4. Establishment and management of service level agreements with BURS business units
5. Interact and liaise with managers in Support Services, Network Operations, Applications and Databases for provision of 2<sup>nd</sup> and 3<sup>rd</sup> line support and timely resolution of server and operating system related problem and service request tickets
6. Management of contractors, suppliers and service providers to specifications and contract obligations
7. Manage continuity and recoverability of servers and system software
8. Customer service
9. Training of staff

## Position Requirements

**Education:** Bachelor's degree in Information Technology or related field and a recognised IT Industry Certification, e.g. MCSA (Microsoft Certified Solutions Associate), MCSE (Microsoft Certified Solutions Engineer), RHCSA (Red Hat Certified System Administrator) and RHCE (Red Hat Certified Engineer).

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

**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 these telephone numbers: **3638906 (L. Tubego) or 3638936 ( M. Bothata).**

**Closing date: 16<sup>th</sup> May 2019 at 1630 hours**