

RECRUITMENT



As a Lead State Revenue Collector, BURS strives to effectively and rigorously administer and enforce taxation laws and provides for the assessment and collection of tax on behalf of the Government. The organisation has rolled out its long-term strategic plan and therefore seeks to appoint seasoned, dedicated, decisive, results oriented and influential leaders to join their high performing team.



1. DIRECTOR: INTERNAL AUDIT AND ETHICS

Main Purpose of the Job

Reporting to the Commissioner General and the Finance and Audit Committee of the Board, the purpose of this role is to plan, organise and manage the development and implementation of internal audit and ethics policies, strategies, procedures and programmes in accordance with best practice audit standards and conventions to assist BURS to accomplish its objectives by bringing a systematic, objective and independent disciplined approach to evaluate and improve the effectiveness of governance, ethics, risk management and control processes. This role also exists to monitor, review, investigate and verify the activities and operations of BURS to ensure integrity, effectiveness and compliance with internal control systems and procedures to enhance efficiency, reduce potential risk, protect and ensure optimal utilisation of BURS resources.

Key Performance Areas:

- Development and Implementation of Internal Audit and Ethics annual Work Plan
- Reduction in Non-Compliance arising out of internal audit and Integrity interventions
- Transformational and Value adding internal Audit and Ethics interventions
- Enhanced efficiency as a result of implementation of agreed recommendations
- Quality periodic reports on audit, investigations and ethics activities
- Effective management of resources
- Attraction, retention and development of high calibre talent

Qualifications and Work Experience:

The ideal candidate must possess a Degree in Internal Auditing and Management or related business area. Full Membership of an internationally recognised institution such as Institute of Internal Auditors (IIA), Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Botswana Institute of Chartered Accountants (BICA), Information Systems Audit and Control Association (ISACA) or relevant post graduate qualification plus Certified Internal Auditor (CIA). A relevant Master's Degree will be an added advantage.

At least ten (10) years relevant post qualification experience, two (2) of which should have been at the level of Manager or equivalent.

Key Competencies:

- Team Leadership
- Strategic Orientation
- External Environmental Awareness
- Results Oriented
- Communication
- Influence and Impact
- Development and Empowerment of Others
- Judgement and Decision Making

2. GENERAL MANAGER: IT SECURITY, OPERATIONS AND INFRASTRUCTURE

Main Purpose of the Job

Reporting to the Director – Information Technology the purpose of this role is to assist in the development of the IT Strategy, coordinates and oversees the implementation of the strategic intent by planning, developing, managing, and controlling to deliver efficient, secure and value for money processes, practices, policies, standards and activities within the areas of IT Security, IT Networks, Operations and IT Systems Administration.

This role also facilitates the secure processing and management of data, communication services, optimal utilization of ICT solutions and services, and project/contract management in meeting BURS' operational requirements.

Key Performance Areas:

- Availability of resilient, secure and stable networks and Infrastructure
- Timely development and implementation of corporate IT security, network and infrastructure strategies
- Effective management and optimisation of assets
- Development of cost controls and effective budget management
- Providing operational performance data to support executive management decision making
- Quality customer service
- Development and effective performance management of staff
- Facilitates the development and effective monitoring of SLAs and contracts
- Development of policies, procedures, standards and establishment of effective compliance programs.

Qualifications and Work Experience:

The ideal candidate must possess a Degree in Computer Science, Information Systems or a related IT discipline. A relevant Master's Degree will be an added advantage.

At least eight (8) years relevant post-qualification experience, two (2) of which should have been at level of Manager or equivalent in a large organisation involved in data management and processing.

Key Competencies:

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

Remuneration and Benefits:

An attractive remuneration package, benefits and career advancement opportunities will be offered to the right candidates.

Application Process:

Kindly show interest by sending your current CV and certified copies of academic certificates to consulting@testrite.co.bw no later than **21st February 2020** or hand deliver to Office No. 126, Plot 54368 Commercial Street, i-Towers, The Hub (Regus) - Gaborone CBD. Only short-listed candidates will be contacted. Should you have any enquiries please feel free to Contact Ms Boitumelo Matong on 398 1917/24; 76 226 996 before the stipulated closing date.