



EXTERNAL VACANCY CIRCULAR NO. 2 OF 2020

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 positions:

1. PRINCIPAL LEGAL SERVICES OFFICER x 2 (1 x LITIGATION AND 1 x BOARD SERVICES)

Main Purpose of the Job

To render legal advice to user departments, deliver day to day work relating to contract and legislative drafting, including monitoring BURS contracts, revenue laws, intergovernmental agreements and legal resource books. To conduct litigation and resolution of appeals arising from the exercise of powers or duties under the revenue laws, including revenue appeals, revenue debt collection and criminal prosecutions.

NOTE: This is a generic profile and covers the various aspects of Legal Services: Board Services, Contract Management, Litigation & Legal Opinions, Legislation & Compliance.

Key Performance Areas

1. Timely provision of accurate legal advice
2. Quality of legal advice resulting in minimal successful challenges to BURS' activities and actions.
3. Cost effective provision of legal services
4. Timely delivery and availability of legal documents and advice
5. Quality Customer Service
6. Comprehensive drafting and reviewing of legislation and other legal instruments

Position Requirements

Qualifications: Bachelor's Degree in Law from a recognized University.

Professionalism: Must be admitted as an Attorney at Law. A specialisation in Taxation and/ or Commercial Law will be an added advantage.

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

Competencies:

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

Salary: BURS 05 (P295, 860 – P394, 272 per annum)

2. PROGRAMMER x 1

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.

Note: This is a generic profile for positions of Programmer Java and Programmer non-java; Depending on business needs, Programmers will be selected based on the business priority areas of either competence in Java

programming or non-java. Provision for the specific programming language will be provided through the manpower process.

Key Performance Areas

1. Developing and implementation of non- java applications per design.
2. Ability to interpret technical design documentation e.g. 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, e.g. C#, Net, ABAP and BASIS certification.

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

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

Planning & Organising

Salary: BURS 06 (P207, 288– P278, 508 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,
Plot 54379 CBD, Tower Block- 5th 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: **Ms. L. Mogorosi @ 3639521, Ms. M. Bothata @ 3638472 and Ms. M. Ramosese @ 3638905**

Closing date: 5th March 2020 at 1630 hours