



EXTERNAL VACANCY CIRCULAR NO. 3 OF 2020

Botswana Unified Revenue Service (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 position:

1. MANAGER, TRAINING AND STAFF DEVELOPMENT

Main Purpose of the Job

To develop, recommend and implement human resource development policies, procedures, and initiatives which will ensure BURS human resources are equipped with skills and competencies required to empower staff to meet the organizational objectives.

To manage the training and development function to ensure the equitable implementation of competitive human resources policies, practices and procedures through implementing an integrated framework for staff training and development policies, procedures, and initiatives which will attract, retain, motivate and reward suitably qualified and experienced staff at all levels resulting in quality service to BURS's customers and stakeholders.

Key Performance Areas

1. Effectiveness of training, career development and succession plans
2. Quality and effectiveness of training and development programmes
3. Management of training, development and resources budgets
4. Training needs analysis
5. Sourcing training and development courses
6. Training evaluation

7. Quality Customer service

Position Requirements

Qualifications: Degree in Human Resources, or related qualification.

Experience: At least **six (6) years** relevant post qualification experience in training and staff development or Human Resources area, **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

Salary: **BURS 04 (P403, 692 – P490, 200 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. A. Pule @ 3638555, Ms. T. Rabasha @ 3638904 and Ms. T. Seganabeng @ 3638943**

Closing date: 18th March, 2020 at 1630 hours