



EXTERNAL VACANCY CIRCULAR NO. 6 OF 2022

REF: BURS/HRD/ROD 39 III

DATE: 03RD AUGUST, 2022

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 apply for the following posts:

1. MANAGER, TENDER & ADJUDICATION X 1 (GABORONE)

Main Purpose of the Job

To plan, organize and manage the tendering and adjudication process by developing policies, procedures, processes and systems to ensure effective tender management including compliance with standards and regulations.

To provide guidance in the management of tenders and build capacity in specialist services for tendering in order to ensure effective acquisition of goods, services and works within BURS.

Key Performance Areas

1. Timely facilitation of Board Tender Committee issues
2. Timely procurement of goods, services and works
3. Efficient advisory and reporting services
4. Adherence to policies and procedures
5. Effective risk management
6. Adherence to customer service standards
7. Attraction, retention and development of staff

Position Requirements

Qualifications: Bachelor's Degree in Purchasing and Supply Chain Management, CIPS level 6 or business related field. Membership of an internationally recognized supply chain institution will be an added advantage.

Experience: At least **six (6)** years relevant post qualification experience in Supply Chain Management, **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 (P419, 844 – P509, 808 per annum)

2. MANAGER, LEGAL SERVICES- LEGISLATION & COMPLIANCE X 1 (GABORONE)

Main Purpose of the Job

To plan, organize, coordinate and manage the delivery of the day-to-day provision of legislative drafting services to the Legal Services Division, and 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 maximization.

Key Performance Areas

1. Provision of interpretation of legal instruments
2. Drafting of legislation and instruments consistent with Botswana law.
3. Customer Service

Position Requirements

Qualifications: Bachelor of Laws Degree (LLB) from any recognized University, or related. A Master's Degree in Law, Management, and Taxation will be an added advantage. Must have been admitted as an Attorney at Law.

Experience: At least **Four (4)** years relevant post qualification experience within a legal environment, **two (2)** of which should have been at the 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 (P419, 844 – P509, 808 per annum)

3. MANAGER, EMPLOYEE RELATIONS X1 (GABORONE)

Main Purpose of the Job

To develop, recommend and implement BURS employee relations policy, provide training and advise on employee and industrial relations issues to ensure the equitable, substantively and procedurally fair implementation of terms and conditions of employment in order to promote healthy employment climate and positive management-employee relations.

Key Performance Areas

1. Constructive management/staff relations and a positive organizational climate
2. Minimise employee grievances and complaints
3. Timely and effective resolution of disciplinary and grievance matters
4. Equitable implementation of conditions of employment
5. Management of relations with recognized union(s)
6. Implementation of effective internal consultation and communications strategy
7. Quality Customer service
8. Training and development of staff

Position Requirements

Qualifications: Bachelor's Degree in Human Resource Management/Industrial Relations or related qualification.

Experience: At least **six (6)** years relevant post qualification experience in diverse human resource practices, specialising in employee relations, **two (2)** of which should have been at professional or supervisory level or equivalent. Knowledge of labour laws is essential.

Competencies: Team Leadership
Planning & Organising

Critical Thinking
Creativity & Innovation
Management of Resources
Consultations & Interpersonal Relations
Judgement & Decision Making
Development and Empowerment of Others
Negotiation and Advocacy

Salary: BURS 04 (P419, 844 – P509, 808 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 which do not meet the required provisions will not be considered.

All applications should be addressed to;

**Director Human Resources
Botswana Unified Revenue Service
Tower Block, 5th Floor
Private Bag 0013
Gaborone**

All applications should be sent via email to recruitment@burs.org.bw

- *Applicants should ensure that the position applied for is stated in the subject matter of their application email.*
- *Applicants applying for more than one post should ensure that they send each application separately for ease of processing.*

Note: *Applicants are informed that those that have been shortlisted will be invited for interviews through email or personal calls.*

For any information regarding these positions, please contact the Human Resources Division at these extensions: **3638446 (O. Mohumanegi)** and **3638453 (T. K. Seganabeng)**

Closing date: 16th August, 2022 at 1630 hours.