



EXTERNAL VACANCY CIRCULAR NO. 7 OF 2022

REF: BURS/HRD/ROD 39 III

DATE: 1st September, 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. OPERATIONAL SPECIALIST I – CAATs X 2 (GABORONE)

Main Purpose of the Job

To organise and implement a programme of interventions using computer assisted audit techniques and tools (CAATs) to minimise and combat tax evasion and promote voluntary taxpayer compliance by ensuring that every taxpayer pays corrects tax in accordance with Income Tax, Value Added Tax, and Capital Transfer Tax Acts aimed at promoting voluntary compliance and maximisation of tax revenue in accordance with procedures and international standards of tax administration and confidentiality of information.

Key Performance Areas

1. Achievement of tax revenue targets
2. Compliance with procedures and work targets
3. Minimise queries from taxpayers
4. Customer relations
5. Training of staff

Position Requirements

Qualifications: Bachelor's degree in Accounting, Auditing, or Taxation. Membership of an internationally recognized institute of professional accountants such as ACCA, CIMA or CA or relevant.

Experience: At least **four (4)** years relevant post qualification experience in tax audits, **two (2)** of which should have been at Senior Officer level or equivalent in tax e-audit with a detailed knowledge of e-audit software.

Competencies: Technical Expertise
Critical Thinking
Communications
Team Leadership
Planning & Organising

Salary: BURS 05 (P313, 620 – P417, 936 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: **Ms. M. Bothata @ 3638472, Ms. M. Mokotedi @ 3638359 and Ms. T. E. Rabasha @ 3638904.**

Closing date: 15th September, 2022 at 1630 hours.