



EXTERNAL VACANCY CIRCULAR NO 14 OF 2017

1. SYSTEMS DEVELOPER x 1

Main Purpose of the Job

To design, build, and maintain efficient, reusable, and reliable C#, .Net, ASAP coding of any/all functions involved in the development and/or maintenance of new or existing applications. To ensure the best possible performance, quality, and responsiveness of the applications by identifying bottlenecks and bugs, and devise solutions to these problems and maintain code quality, organization, and automation.

Note: This is a generic profile for positions of Systems Developer Java and Systems Developer non-java; Depending on business needs, Systems Developers 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. Designing, developing and implementation of web-based applications
2. Ability to produce technical design documentation e.g. UML diagrams, Use case diagrams etc.
3. Profound insights into software development
4. Understanding of established software development lifecycle and version control
5. Understanding of various software design patterns
6. Fundamental understanding of web-based system programming and development
7. Ability to effectively mentor junior technical staff e.g. programmers.
8. Customer service
9. Training of staff

Position Requirements

Qualifications: Bachelor's degree in Computer Science, Information Technology or related field and recognized certification, eg. C#, .Net, ASAP and BASIS certification.

Experience: At least four (4) years relevant post qualification experience, two (2) of which should have been at Senior Officer Level. Experience in C#, .Net, ASAP programming, spring framework, object oriented programming , exposure to all aspects of the software, development lifecycle, building restful API's, ability to model a problem domain in code and communication , artefact repository management software and code review loads for C#, .Net, ASAP positions will be desirable

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

Salary: **BURS 05 (P268, 284 – P357, 540 per annum)**

2. LINUX & SERVER ADMINISTRATOR x 1

Main Purpose of the Job

To organise, plan and co-ordinate installation, configuration, upgrading, administration, monitoring and maintenance, and direct support for infrastructure hardware and software problems in support of operational system(s).

Key Performance Areas

1. Availability of servers
2. Monitoring, upgrading and troubleshooting of servers.
3. Reviewing of all error logs and correcting them.
4. Installing and configuration of Linux package/software, hardware.
5. Providing application support.
6. Security administration on the servers.
7. Project management.
8. Knowledge of server applications.
9. Customer service.
10. Training of staff

Position Requirements:

Education: Bachelor's degree in Information Technology or related discipline and a recognised IT Industry Certification, e.g. CLA (Certified Linux Administrator), LPIC (Linux Professional Institute Certification) or equivalent.

Experience: At least four (4) years relevant post qualification experience in Information Technology operations, two (2) of which should have been at Senior Officer Level or equivalent.

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

Salary: BURS 05 (P268, 284 – P357, 540 per annum)

3. IT SECURITY SPECIALIST x 1

Main Purpose of the Job

To provide training to employees on how to guard their systems against internal and external security threats. To ensure that BURS applications, databases, servers and networks are safely secured against internal and external threats such as such as hacking and virus attacks.

Key Performance Areas

1. Availability of security measures, e.g. antivirus software, firewalls to ensure the rapid response to security threats.
2. Implementation of corporate IT security best practice, standards, and procedures.
3. Administration of IT security.
4. Monitor compliance with information security policies, procedures and standards.

Position Requirements:

Education: Bachelor's Degree in Information Technology or related field, and a recognised IT Industry Certification, e.g. CISSP (Certified Information Systems Security Professional).

Experience: At least four (4) years relevant post qualification experience in Information Technology operations, two (2) of which should have been at Senior Officer level or equivalent.

Competencies: Team Expertise
Critical Thinking
Creativity & Innovation
Assertiveness
Communication
Team Work

Salary: BURS 05 (P268, 284 – P357, 540 per annum)

4. PRINCIPAL ESTATES OFFICER x 1

Main Purpose of the Job

To plan, organise and control the provision of BURS's property to ensure availability of facilitates and optimum utilisation thereof.

This involves overseeing activities focused on the procedural applications and transfer of properties, land acquisition, arranging for the provision of utilities like power and water, rentals and rates, etc. aimed at securing BURS' title, interest and authorised occupation of properties.

Key Performance Areas

1. Provision of professional advisory role on land and property acquisition matters.
2. Overseeing the availability of utilities for BURS properties.
3. Overseeing compliance with building and property standards and regulations.
4. Cost control.
5. Ensuring the optimum utilization of BURS property/facilities.
6. Effective management of service providers and SLA's.
7. Management of contracts and lease agreements.
8. Ensuring effective utilization of allocated resources.
9. Managing reviews and caters for various customer needs.
10. Ensuring adherence to customer service standards.

Position Requirements:

Education: Recognised Degree in Estate Management or equivalent. Membership of a relevant internationally recognised institute would be an added advantage.

Experience: At least four (4) years relevant post qualification experience in Estates Management, two (2) of which should have been at Supervisory/Senior Officer level or equivalent.

Competencies: Teamwork
Critical Thinking
Client Focus
Procedural Awareness & Understanding
Team Leadership
Planning & Organising

Salary: BURS 05 (P268, 284 – P357, 540 per annum)

5. PRINCIPAL SAFETY, HEALTH AND ENVIRONMENT OFFICER

Main Purpose of the Job

To coordinate and implement BURS' Safety, Health and Environmental (SHE) program by carrying out inspections taking appropriate action to ensure adherence to the Safety, Health Environmental standards across the organisation, and conducting training as and when required.

Key Performance Areas

1. Developing and implementing SHE improvement plans, programmes and initiatives.
2. Ensuring compliance to both statutory requirements and BURS policies.
3. Development of safety management and emergency response plans.

4. Enhance Safety, Health and Environment awareness at all levels within the organization.
5. Investigating work related personal injury, accidents and illness occurring to staff/or visitors.
6. Conducting periodic safety inspections and take corrective measures where risks are identified.
7. Monitor compliance to SHE standards by BURS personnel.

Position Requirements:

Education: Bachelor's degree in Occupational Health and safety or any related field.

Experience: At least four (4) years relevant post qualification experience, two (2) of which should have been at Senior Officer level.

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

Salary: BURS 05 (P268, 284 – P357, 540 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 Block B, 4th 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: **3638906 (L. Tubego), 3639606 (M. Ntapu) or 3638936 (K. Makgale).**

Closing date: 22nd December 2017 at 1630 hours