



EXTERNAL VACANCY CIRCULAR NO 3. OF 2018

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 posts:

1. MANAGER, OPERATIONAL EXCELLENCE x 1

Main Purpose of the Job

To establish and manage the Operational Excellence function and competency within BURS through standardisation (Business Process Management), continuous improvement, and innovation of all business processes at all levels and functions in BURS in order to deliver results on and stretch the potential of corporate strategic objectives.

Key Performance Areas

1. Continuous improvement of business processes and customer service standards throughout BURS.
2. Effective collaboration with functional team leaders at all levels.
3. Effective definition, communication and oversight management of BURS standardisation, reengineering, continuous improvement and innovation initiatives.
4. Attraction, empowerment and staff development within team and across BURS.
5. Development of innovation and continuous improvement competencies at all levels within BURS.
6. Effective management of resources.

Position Requirements

Qualifications: Bachelor's Degree in Operations Management, Industrial Engineering or related area. Accreditation with an internationally recognized institute of professional Project and/or Quality Management such as

Certification in Lean, Six Sigma, Prince 2, or PMBOK would be an added advantage.

Experience: At least **six (6)** years relevant post qualification experience in process and quality management environment, **two (2)** of which should have been at the professional or supervisory level or equivalent.

Competencies: Team Leadership
Planning & Organising
Creativity & Innovation
Management of Resources
Consultations & Interpersonal Relations
Judgement & Decision Making
Development and Empowerment of Others

Salary: **BURS 04 (P369, 456 – P448, 620 per annum)**

2. OPERATIONAL EXCELLENCE SPECIALIST x 1

Main Purpose of the Job

To provide expert service in the operational Excellence Office (OEO) functions and duties that include development and maintenance of BURS wide standards for; standardisation business process Management, continuous improvement, and innovation of all business processes, operational alignment, Management Reporting, Communication and Training, Alignment of Strategy and Planning, and Project Management.

Key Performance Areas

1. Well developed and maintained BURS Standards for operational excellence.
2. BURS wide competency skill/capability in application of BURS Standards for operational excellence.
3. Provision of expert service on BURS Standards for operational excellence.

Position Requirements

Qualifications: Bachelor's Degree in Operations Management, Industrial Engineering or related area. Accreditation with an internationally recognized institute of professional Project and/or Quality Management such as Certification in Lean, Six Sigma, Prince 2, or PMBOK would be an added advantage

Experience: At least **four (4)** years relevant post qualification experience in a process and quality management environment, **two (2)** of which should have been at Senior Officer level or equivalent.

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

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

3. LINUX 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

Qualifications: Bachelor's degree in Information Technology or related discipline and a recognized 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: Technical Expertise
Critical Thinking
Creativity & Innovation
Assertiveness
Communication
Team Leadership
Planning & Organising

Salary: BURS 05 (268,284 – 357,540 per annum)

4. PROGRAMMER x 4

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 to maintain, audit and improve organisational support systems by using existing systems or incorporating new technologies to meet particular needs of the organization.

Key Performance Areas

1. Developing and implementation of web-based 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. Java, JavaScript, Oracle, html, Cascading style sheets (CSS) is desirable.

Experience: At least two (2) years relevant post qualification experience in programming at Officer level or equivalent with knowledge of Oracle, Java, JavaScript e.t.c.

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

Salary: BURS 06 (P187, 968 – P252, 552 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), 3639500 (M. Ntapu) or 3639500 (O. Maphutha).**

Closing date: 30th August 2018 at 1630 hours