



EXTERNAL VACANCY CIRCULAR NO. 6 OF 2024

REF: BURS/HRD/ROD 09 III

DATE: 19th September, 2024

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 position:

PLEASE TAKE NOTE OF THE FOLLOWING:

- 1 Applicants are advised to send their application documents in PDF format, and as one document.**
- 2 Applicants should also ensure that only the position applied for is stated in the subject matter of their application email.**

1. PROCUREMENT OVERSIGHT SPECIALIST - TENDERING & ADJUDICATION- NON ENGINEERING PROFESSIONALS X 1 (GABORONE)

Main Purpose of the Job

To provide analysis and recommendations on procurement matters (ITT vetting, evaluation process oversight, adjudication and tender related dispute resolution) to facilitate management in promoting compliance to the Public Procurement Act.

Key Performance Areas

1. Timely procurement of goods, services and works
2. Management of Procurement Oversight Records

3. Compliance with Public Procurement Act, Public Procurement Regulations and BURS internal rules, policies and processes.
4. Risk management
5. Adherence to customer service standards.

Position Requirements

Qualifications: Bachelor's Degree in Procurement and Supply Chain Management, CIPS level 6; or Bachelor's Degree in Business or related with CIPS Level 4. Full membership to the Chartered Institute of Procurement and Supply or any other internationally recognized supply chain institute will be a requirement.

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

Competencies: Technical Expertise
Analytical/ diagnostic skills
Creativity & Innovation
Effective communication skills (written and verbal)
Assertiveness and decisiveness
Planning and organising

Salary: BURS 05 (P370, 032, – P493, 092 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. E. Mmereki @ 3638924 and Ms. M. Bothata @ 3638472**

Closing date: 4th October, 2024 at 1630 hours.