



EXTERNAL VACANCY CIRCULAR NO. 3 OF 2025

REF: BURS/HRD/ROD 10 II

DATE: 3rd February, 2025

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:

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

1. JUNIOR DATABASE ADMINISTRATOR X 1 (GABORONE)

Main Purpose of the Job

To test and implement changes to computer databases, and implement security measures to safeguard computer databases.

To monitor database capacity and perform repeating types of database maintenance activities, e.g. restores, roll backs, test environment setup, creation of users and roles, etc.

Key Performance Areas

1. Availability and security of databases
2. Test databases and correct errors
3. Analysing and determining database requirements

4. Continuous improvement efforts in enhancing performance and providing increased functionality, thus ensuring continued space availability
5. Monitoring activities, and documenting problems, changes, and solutions
6. Ability to assist in solving unexpected problems

Position Requirements

Qualifications: Bachelor's degree in IT or related area

Experience: At least **two (2)** years relevant post qualification experience at Officer Level or equivalent.

Competencies: Technical Expertise
Critical Thinking
Communications

Salary: BURS 06 (P259, 248 – P348, 324 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 position, please contact the Human Resources Division at these extensions: **Ms. E. Mmereki @ 3638924 and Ms. M. Bothata @ 3638472.**

Closing date: 14th February, 2024 at 1630 hours.