



EXTERNAL VACANCY CIRCULAR NO. 4 OF 2025

REF: BURS/HRD/ROD 11 III

DATE: 28th July, 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. MANAGER, IT - APPLICATIONS X 1 (GABORONE)

Main Purpose of the Job

To plan, organise and coordinate software design, development, configuration, deployment/migration, release control and decommissioning.

Key Performance Areas

- 1. Oversee applications design, development and testing
- 2. Applications release and Change Management
- 3. Formulation of application development strategies, processes and methodologies
- 4. Interact and liaise with managers in the areas of IT Security, Network Operations, Operating Systems & Server Administration, Architecture & Integration, Business

Processes & Systems Analysis and Databases for the design, development, deployment and configuration of BURS applications

5. Project direction and control
6. Management of contractors, suppliers and service providers to specifications and contract obligations
7. Customer service
8. Training and development of staff

Position Requirements

Qualifications: Bachelor's Degree in Computer Science or related field.

Experience: At least six (6) years relevant post qualification experience in Information Technology, **two (2)** of which should have been at professional or supervisory level or equivalent. Knowledge and experience with programming languages (e.g. Java, SQL, PHP)

Competencies:

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

Salary: BURS 04 (P495, 348 – P601,488 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 position 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;

**Ag. 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.*

Note: *Applicants are informed that those that have been shortlisted will be invited for interviews through email or personal calls.*

For any information regarding this position, please contact the Human Resources Division at these extensions: **Ms. M. Ramosese @ 3638905, Ms. M. Bothata @ 3638472 and Ms. E. Mmereki @ 3638924**

Closing date: 8th August, 2025 at 1630 hours.