



EXTERNAL VACANCY CIRCULAR NO. 1 OF 2026

REF: BURS/HRD/ROD 09 III

DATE: 23rd February, 2026

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

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 Mechanical/ Civil/ Construction Engineering, 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 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

2. 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)

3. PROGRAMMER X 3 (GABORONE)

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 in 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/Diploma in Computer Science, Information Technology or related field and recognized industry certification e.g. C#, .Net, ABAP and BASIS certification. Where the position is to perform Java based programming, a recognized certification in Java, JavaScript, html, Cascading style sheets (CSS) is desirable.

Experience: **Degree Holders:** At least **two (2)** years' relevant post qualification experience at Officer level or equivalent.

Diploma Holders: At least **four (4)** years' experience, **two (2)** of which should have been at Officer Level or equivalent.

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

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 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. Bothata @ 3638472 and Ms. E. Mmereki @ 3638924**

Closing date: 6th March, 2026 at 1630 hours.