EXTERNAL VACANCY CIRCULAR NO. 3 OF 2026

REF: BURS/HRD/ROD 09 IV

DATE: 6th November, 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.**

iii) **N.B Applicants who do not comply with the above requirements will not be shortlisted.**

1. GENERAL MANAGER, IT SECURITY, OPERATIONS AND INFRASTRUCTURE X 1 (GABORONE)

Main Purpose of the Job

To assist in the development of the IT strategy, coordinates and overseas the implementation of the strategic intent by planning, developing, managing and controlling to deliver efficient, secure and value-for-money processes, practices, policies, standards and activities within the areas of IT Security, IT Networks and Operations, and IT Systems Administration.

The role also facilitates the secure processing and management of data, communication services, optimal utilization of ICT solutions and services, and project/contract management in meeting BURS' operational requirements.

Key Performance Areas

1. Availability of resilient, secure and stable BURS network and infrastructure
2. Development, cost control and effective management of budget
3. Timely development and implementation of corporate IT security, network and infrastructure strategies.
4. Development of policies, procedures and standards and establishment of effective compliance programs.
5. Provisioning operational performance data to support executive management decision-making
6. Facilitating development and effective monitoring of service level agreements and contracts
7. Effective management and optimization of assets
8. Development and effective performance management of staff
9. Quality customer service

Position Requirements

Qualifications: Degree in Computer Science, Information Systems or related IT discipline. A relevant Master's Degree will be an added advantage.

Experience: At least **eight (8)** years relevant post qualification experience, **two (2)** of which should have been at level of Manager or equivalent in a large organisation involved in data management and processing.

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

Salary: BURS 03 (P675, 072 – P732, 564 per annum)

2. MANAGER FINANCE AND ADMINISTRATION X 1 (MAUN)

Main Purpose of the job

To develop, plan, manage and control the delivery of cost effective, value for money administrative support services and the provision of financial management to facilitate effective decision making that contribute to the achievement of the organizational goal and objectives.

Key Performance Areas

1. Accuracy and completeness of revenue collection reports
2. Adherence to accounting policies, procedures, regulations and customer service standards and compliance with International Public Sector Reporting and International Financial Reporting Standards.
3. Protection and proper handling of cash and management of revenue collections
4. Effective and efficient development and implementation of operational strategies
5. Minimisation of audit queries
6. Effective utilisation of resources through cost control and effective budgetary control system
7. Effective and efficient procurement and inventory management, facilities management, fleet management, administration and security services
8. Implementation of sound competitive procurement and supplies management systems and procedures in accordance with BURS' governance standards
9. Condition and appearance of regional properties and facilities
10. Timely maintenance and repair of properties
11. Effective utilisation of internal and outsourced services
12. Management of service levels according to outsourced contracts
13. Customer service
14. Training and development of staff

Position Requirements

Qualifications: Bachelor's Degree in Accounting or equivalent plus full membership of an internationally recognised institute of professional accountants (ACCA, CIMA, BICA, CA). BICA qualification or equivalent. Membership of BICA is a requirement.

Experience: At least **six (6) years** relevant post qualification experience in financial accounting, **two (2)** of which should have been at

professional or supervisory level responsible for the preparation of management accounts in a computerised accounting environment. Knowledge of any accounting package and administration experience will be an added advantage.

Competencies: Planning & Organising
Critical Thinking
Creativity & Innovation
Management of Resources
Consultations & Interpersonal Relations

Salary: **BURS 04 (P522, 948 – P653, 004 per annum)**

3. 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 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 organizing

Salary: **BURS 05 (P390, 648 – P520, 560 per annum)**

4. PROGRAMMER X 1 (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 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: At least **two (2)** years relevant post qualification experience in programming at Officer level or equivalent, with knowledge of Oracle, Java, C#, .Net, SQL, JavaScript etc.

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

Salary: **BURS 06 (P273, 708 – P367, 740 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. E. Mmereki @ 3638924 and T. Toko @ 3638939**

Closing date: 19th November, 2026 at 1630 hours.