

## EXTERNAL VACANCY CIRCULAR NO. 3 of 2014

Botswana Unified Revenue Service (BURS) is a semi-autonomous agency 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:

## INTERNAL AUDIT SUPERVISOR (IT SYSTEMS) x 1

### Main Purpose of the Job

To supervise and quality assure the activities of an audit team in examining, checking, reviewing, appraising and monitoring the activities of BURS to ensure effectiveness and compliance with internal control systems and procedures to enhance efficiently, reduce potential risk, protect and ensure optimal utilization of assets.

### Key Performance Areas

- Producing constructive audit reports with practical recommendations.
- Enhancing efficiency as a result of implementation of Internal Audit recommendations.
- Reduction of non-compliance arising out of Internal Audit interventions.
- Follow-up on implementation of Audit recommendations by Management.

### Position Requirements

**Education:** Degree in Information Technology or Business Degree specializing in Information Systems and/or a Professional Qualification such as CISA (Certified Information Systems Auditor) CIA or equivalent is highly recommended. Must also be a member of a recognized professional Institution e.g. ISACA, IIA, e.t.c

**Experience:** At least four (4) years post qualification experience in Information Technology, Auditing in a Financial and Accounting environment, two (2) of which should have been at the Senior Officer level.

**Competencies** Technical expertise  
Proactive and Initiative  
Communications Customer focus  
Supervisory Team Leadership & Motivation  
Organizing & Coordinating  
Assertiveness and Decisiveness

**Salary: BURS 05 (P 206, 508 – P 277, 752 per annum)**

### Benefits:

BURS offers a competitive salary and benefits such as Medical Aid Scheme, Contributory Pension Fund, Group Life Assurance Cover, 24 hour Group Personal Accident cover, Housing Subsidy and Staff Welfare Schemes

Candidates who meet the requirements for the above mentioned position should apply and attach comprehensive curriculum vitae, certified copies of certificates and Omang, and at least two references from current or previous employers, at least one (1) reference should be current. All applications should be addressed to;

**Director Human Resources**  
**Botswana Unified Revenue Service**  
**Block B, 4<sup>th</sup> Floor**  
**Private Bag 0013**  
**Gaborone**

For any information regarding this position, please contact the Human Resources office at these numbers: **3638904 (T. Rabasha) or 3638924 (O. Makabea)** This advert can also be accessed at: [www.burs.org.bw](http://www.burs.org.bw)

**Closing date: 6<sup>th</sup> March, 2014 at 16: 30 PM**