

BOTSWANA UNIFIED REVENUE SERVICE

EXTERNAL VACANCY CIRCULAR NO. 1 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 positions:

1. REVENUE MANAGER - AUDIT

Main Purpose of the Job:

To organise and implement a programme of interventions to minimise and combat tax evasion and promote voluntary taxpayer compliance by ensuring that every taxpayer pays corrects tax in accordance with Income Tax, Value Added Tax, and Capital Transfer Tax Acts aimed at promoting voluntary compliance and maximisation of tax revenue in accordance with procedures and international standards of tax administration and confidentiality of information.

Key Performance Areas:

1. Maximized revenue collection
2. Reduced opportunities for fraud
3. Increased number of taxpayers filing - voluntary compliance
4. Increased tax revenue
5. Training and Development of staff in place
6. Human Resource management

Position Requirements:

Qualifications: Degree in Accounting, Audit, Economics, Law, Commerce etc or AAT Final Stage or membership of an internationally recognised institute of professional accountants such as ACCA or CIMA, CA, CIS

Experience: At least 6 years post qualification experience, two (2) of which should have been at the professional level.

Competencies: Technical Expertise
Team leadership and Motivation
Planning, Organising & Coordinating
Critical Thinking & Innovation
Budgeting & Resource Management
Consultations & Interpersonal Relations
Decisive and Assertive
Development and Empowerment of Others

Salary: BURS 04 (P 292, 368 – P 358, 380) per annum

2. REVENUE MANAGER AUDIT (CAAT)

Main Purpose of the Job:

To organise and implement a programme of interventions on Computer Assisted Audit Techniques (CAAT) to minimise and combat tax evasion and promote voluntary taxpayer compliance by ensuring that every taxpayer pays corrects tax in accordance with Income Tax, Value Added Tax, and Capital Transfer Tax Acts aimed at promoting voluntary compliance and maximisation of tax revenue in accordance with procedures and international standards of tax administration and confidentiality of information.

Key Performance Areas:

1. Maximized revenue collection
2. Reduced opportunities for fraud
3. Increased number of taxpayers filing - voluntary compliance
4. Increased tax revenue
5. Training and Development of staff in place
6. Human Resource management

Position Requirements:

Qualifications: Degree in Accounting, Audit, Economics, Law, Commerce etc or AAT Final Stage or membership of an internationally recognised institute of professional accountants such as ACCA or CIMA, CA, CIS

Experience: At least 6 years post qualification experience, two (2) of which should have been at the professional level. Exposure to CAAT tools such as

SESAM and Microsoft applications e.g. excel will be an added advantage

Competencies: Technical Expertise
Team leadership and Motivation
Planning, Organising & Coordinating
Critical Thinking & Innovation
Budgeting & Resource Management
Consultations & Interpersonal Relations
Decisive and Assertive
Development and Empowerment of Others

Salary: BURS 04 (P 292, 368 – P 358, 380) per annum

3. REVENUE MANAGER - DEBT

Main Purpose of the Job:

To plan, organize manage and control the development and implementation of policies, processes and procedures to minimize the growth of outstanding taxes and put in place programmes to maximize the recovery of delinquent taxes and returns from non-compliant taxpayers by using appropriate enforcement methods, and to ensure compliant taxpayers continue paying their taxes and submitting their returns on time

Key Performance Areas:

1. Existence of robust processes and procedures to manage outstanding taxes.
2. Minimise outstanding and delinquent taxes.
3. Maximisation of tax revenue and achievement of tax collection targets and schedules.
4. Management, timely collections, and reduction of delinquent accounts
5. Systems for identification for delinquent accounts
6. Prevention of write-off account
7. Reduction of accounts referred to court

Position Requirements:

Qualifications: Degree in Accounting, Audit, Economics, Law, Commerce etc or AAT Final Stage or membership of an internationally recognised institute of professional accountants such as ACCA or CIMA, CA, CIS

Experience: At least 6 years post qualification experience, two (2) of which should have been at the professional level.

Competencies: Technical Expertise
Team leadership and Motivation
Planning, Organising & Coordinating
Critical Thinking & Innovation
Budgeting & Resource Management
Consultations & Interpersonal Relations
Decisive and Assertive
Development and Empowerment of Others

Salary: BURS 04 (P 292, 368 – P 358, 380) per annum

4. MANAGER IT (SERVICES SUPPORT)

Main Purpose of the Job:

To define, manage, co-ordinate and control and deliver efficient, secure and value for money processes, practices, functions and activities within the areas of IT Service Support; and to strategically develop, implement and review innovatively changes to the service desk operations that proactively anticipates and satisfies customer needs.

Key Performance Areas:

1. Resource Utilisation
2. Project Direction and Control
3. Internal Client Relationship Management
4. Effective Supervision
5. Effective Administration
6. Team cohesion and personal effectiveness
7. Training and Staff Development
8. External consultants relationship management

Position Requirements:

Qualifications: Recognised IT related Degree.

Experience: At least 6 years post qualification experience, two (2) of which should have been at the professional level. Knowledge of ITIL and other IT Governance standards will be essential.

Competencies: Strategic Thinking and Technical understanding
Critical and Analytical thinking
Team Leadership
Business and Results Focus
External Environment awareness
Communications
Planning and Resource Management
Contract negotiations skills

Salary: BURS 04 (P 292, 368 – P 358, 380 per annum)

5. ORGANISATIONAL DEVELOPMENT SPECIALIST

Main Purpose of the Job:

To coordinate organisational development activities of the organization, to maximize the utilization of staff, develop and recommend the adoption of interventions and organisational business process changes which will enhance organisational efficiencies and productivity and facilitate a high performance culture within the organization.

Key Performance Areas:

1. Existence of accurate manpower budgets and forecasts.
2. Up-to-date maintenance of OD information relating to positions.
3. Customer services.
4. Quality of advice and organizational development initiatives to enhance efficiency and productivity.
5. Advises on organisational structures and job profile development.

Position Requirements:

Qualifications: Recognised Degree in Human Resources Management/ Business Administration or equivalent, or a Post Graduate Diploma in Management Services.

Experience: At least four (4) years relevant post qualification experience, two(2) of which should have been at the Senior Officer level. Experience in organisational development or management services with technical knowledge of OD tools and interventions including organisational design, job analysis and job evaluation is essential. Hands on experience working in management services will be an added advantage.

Competencies: Analytical Skills
Customer Focus
Team orientation
Interpersonal Skills
Communication and influence
Proactive

Salary: BURS 05 (P206, 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, 4th Floor
Private Bag 0013
Gaborone**

Note that BURS will only enter into correspondences with shortlisted candidates.

For more information regarding these position, please contact the Human Resources office at these numbers: 3638904 (Ms. T. Rabasha) or 3638924 (Mr. O. Makabea). This advert could also be accessed at www.burs.org.bw.

Closing date: 3rd February, 2014 at 16: 30 PM