

VACANCY: MAZARS BOTSWANA

Mazars is an international, integrated and independent organization, specializing in audit, accounting, tax and advisory services. Mazars Botswana has over 200 professionals operating from the head-office in Gaborone and six other branches located in Lobatse, Ghanzi, Maun, Selebi-Phikwe, Francistown and Palapye. We currently have the following vacancies.

Position Title: Software Developer and tester (x2)

Key Roles and Responsibilities:

- Transfer and implement IT specific knowledge to the practice and client businesses.
- Application and Program Development, relevant to the needs of the organization and for the clients.
- Algorithm Design and Management.
- Network and Database Management, for internal as well as client data.

Qualifications:

- Master's degree in computer application or equivalent.
- Bachelor's degree in commerce, mathematics or computer science.

Experience:

- A minimum of 2 years' experience as a software developer and tester.
- Experience in developing of programs and apps as per the needs of management and clients.
- Experience in manual testing for software defects including identified scenarios, executed test cases, consolidated test results and reporting to the management on an exception basis.
- Ability to use one or more development languages (C++, PHP, HTML, etc).

Person Specification:

- A team player with strong communication skills.
- Eye for detail and identifying problems.
- An understanding of Accounting, Auditing and Financial Advisory Services profession.
- An understanding of businesses and commercial environment.
- Expertise in contemporary hardware and software and keeping abreast with the changes in the IT world.

Position Title: Legal Advisor (x2)

Key Roles and Responsibilities:

- Ensuring legal compliance of client files and company process with the Companies Act. Labour Law and Industrial Court Act.
- Preparing contracts and ensuring that legal contracts comply with the relevant Laws;
- Creating and maintaining legal and administrative records;
- Facilitating service delivery through effective resolution of client matters;
- Preparing and registering wills and Trusts in accordance with the Trust Control Act & Administration of Estates Act
- Participating in board meetings in the capacity of a company secretary;
- Providing consultation & advice to management on issues pertaining to governance and compliance.

Qualifications:

- Must be a member of Law Society or should be eligible to be admitted as one
- Should hold a Certificate of Practice as an Attorney
- Minimum of bachelor's degree in Law

Experience:

- Minimum experience of 5 years, of which at least 2 years were in managerial or supervisory capacity.
- Experience in commercial law and labour law
- Experience in civil litigation, law of succession and law of contract and in debt collection

Person Specification:

- Detail-oriented
- Proficient in English.
- Proficient in MS office.
- Good written and verbal communication skills.
- Self-driven
- Results oriented