

## VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the following posts within the Zimbabwe Revenue Authority (ZIMRA) – an equal opportunity employer.

### **CHIEF INTERNAL AUDITOR, INTERNAL AUDIT & RISK MANAGEMENT – LEVEL 5 (1 POST)**

#### **Duties and Responsibilities**

- ❖ Conduct audits or lead audit teams in performance of IT audits and reviews of systems, applications and IT processes.
- ❖ Develop and maintain IT Risk Assessment including identifying areas where business units should consider additional investment and areas internal audit should focus.
- ❖ Develop, build & implement tools to analyse data to improve audit efficiency and effectiveness. Ultimately be a source for analytics that business units adopt to provide business insights or for continuous auditing.
- ❖ Direct and participate in special investigations, digital forensics projects, and programs as requested.
- ❖ Evaluate information general computing controls and provide value added feedback and test compliance with those controls.
- ❖ Gather and critically evaluate evidence and assess the operation of systems to identify risks and associated controls recommending actions for improving the effectiveness of the risk management process and internal control environment.
- ❖ Identify and clearly define, forensic issues and root causes, recommend improved internal controls and business processes and ensure that corrective action plans are developed.
- ❖ Oversee and/or complete the preparation of audit programmes and conduct audit testing on control systems.

- ❖ Prepare clear, comprehensive and cohesive investigative reports and work papers to adequately document investigations performed with supporting evidence for all forensic findings.
- ❖ Prevent, detect and investigate issues of fraud and financial abuse within the Authority.
- ❖ Promote a zero tolerance control environment where fraud or non-compliance is unacceptable and difficult to conceal.
- ❖ Provide Business and IT management with guidance on IT risk management matters, particularly on application and infrastructure security.
- ❖ Review IT management policies and procedures such as change management, business continuity planning / disaster recovery and information security to ensure that controls surrounding these processes are adequate.
- ❖ Effectively utilize the Performance Management System for the achievement of sectional and organizational goals.

### **Job Skills and Competencies**

- ❖ A team player with demonstrated innovativeness, critical thinking and analytical skills.
- ❖ Demonstrated ability to work under immense pressure, beyond stipulated hours and independently; while contributing to the success of the team
- ❖ Demonstrated organizational and leadership skills
- ❖ Expert knowledge of internal auditing, internal controls, risk management, and finance & accounting practices and methods.
- ❖ Understanding of concepts related to information systems audit, including security and control risks such as logical and physical access security, change management, information security, business recovery practices and network technology.

### **Qualifications and Experience**

- ❖ A Bachelor of Science Honours degree in Accounting, Auditing, Computer Science or a professional qualification such as CISA, CIA, CFE, CIS, CA, ACCA or CIMA.
- ❖ Master's Degree – Finance, Accounting, Computer Science, IT Risk Management / Governance is an added advantage,

- ❖ A minimum of five (5) years operational IT audit experience in an environment that provides exposure to sophisticated information systems audit techniques, network security, technology infrastructure, software development, project management, or a related field for which Internal Audit has a need.
- ❖ Proficient in Excel, Word, PowerPoint and experience with data mining software such as IDEA and ACL.
- ❖ Certification as a Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), Certified Public Accountant (CPA), and/or specific to the information technology industry such as a Certified Network Engineer, Certified Security Professional, or other certification for which Internal Audit has a need.
- ❖ Clean class 4 driver's license.
- ❖ Knowledge and experience of accounting and auditing practices, policies and standards and how they apply to public finance in Zimbabwe.
- ❖ Knowledge of SAP and or ASYCUDA system(s) would be an added advantage.
- ❖ Proven working knowledge of Enterprise Risk Management in a large organization.

## **HEAD ADMINISTRATION – FINANCE, ADMINISTRATION & INFRASTRUCTURE – LEVEL 5 (1 POST)**

### **Duties and Responsibilities**

- ❖ Provide office and staff accommodation, motor vehicles, operational utilities, furniture and equipment, stationery, consumables and services such as cleaning, security, repairs and maintenance.
- ❖ Negotiate contracts with key suppliers for vehicle servicing, rented office & staff accommodation, services such as maintenance, security and cleaning
- ❖ Draw and submit the procurement plan for acquisition of motor vehicles, operational utilities, furniture and equipment, stationery, consumables and services such as cleaning, security, repairs and maintenance.
- ❖ Recommend policies and procedures for the upkeep of all ZIMRA vehicles and property.
- ❖ Promote operational efficiency through management and maintenance of fleet, assets and properties.

- ❖ Facilitate the procurement of motor vehicles, furniture, buildings and all the assets.
- ❖ Plan procurement and storage of all budgeted operational stock items. Managing stock levels and withdrawals of stock items.
- ❖ Ensure that the Authority's obsolete stocks / assets are disposed in line with the Policy and Procedure.
- ❖ Establish risk management strategies, checks and controls in order to address project risks.
- ❖ Manage the Administration budget and ensuring that the expenditure is within the budget.
- ❖ Effectively utilize the Performance Management System for the training & development of staff as well as achievement of sectional and organizational goals.

### **Job Skills and Competencies**

- ❖ Ability to work under immense pressure and beyond stipulated hours.
- ❖ Proficiency in SAP, Microsoft Excel.
- ❖ Good organizational, people and time management skills.
- ❖ Good communication and strong interpersonal skills.
- ❖ A team player who is innovative and analytical.

### **Qualifications and Experience**

- ❖ A degree in Administration / Business Administration / Logistics / Supply Chain Management / Purchasing & Supply Management or equivalent.
- ❖ An MBA / MBL / MSc is an added advantage.
- ❖ Knowledge of SAP is an advantage.
- ❖ Full Chartered Institute of Purchasing and Supply (MCIPS) membership is an added advantage.
- ❖ At least five (5) years working experience in Finance and/or Accounting environment at management level.
- ❖ Clean Class 4 driver's license.

## **HEAD FINANCIAL ACCOUNTING – FINANCE, ADMINISTRATION & INFRASTRUCTURE – LEVEL 5 (1 POST)**

### **Duties and Responsibilities**

- ❖ Prepare annual financial statements and returns for audit and external reporting purposes.
- ❖ Configure revenue receipting on various platforms – manual, online banking and mobile money.
- ❖ Review and approve bank reconciliations of all the revenue and grant accounts.
- ❖ Monitor the success rate of revenue receipts on the online receipting platforms and resolves rejections.
- ❖ Perform control and risk management activities for revenue receipting and accounting and all the financial statements items.
- ❖ Review and propose improved revenue receipting, accounting, reporting and analysis procedures.
- ❖ Transfer revenues to parent Ministry and third parties within the agreed timeframes.
- ❖ Effectively utilize the Performance Management System for the training and development of staff as well as achievement of sectional and organizational goals.

### **Job Skills and Competencies**

- ❖ Ability to work under immense pressure and beyond stipulated hours
- ❖ Proficiency in Microsoft Excel.
- ❖ Strong communication skills (written and verbal)
- ❖ Ability to work independently and in a team environment.
- ❖ Have strong, proficient analytical skills

### **Qualifications and Experience**

- ❖ A degree in Accounting, Finance or equivalent; or a professional qualification such as ACCA / CIMA / CA / CIS / CPA.
- ❖ An MBA / MBL / MSc is an added advantage.
- ❖ Knowledge of SAP is a prerequisite.

- ❖ At least five (5) years working experience in Finance and/or Accounting environment at management level.
- ❖ Clean Class 4 driver's license.

## **HEAD MANAGEMENT ACCOUNTING – FINANCE, ADMINISTRATION & INFRASTRUCTURE – LEVEL 5 (1 POST)**

### **Duties and Responsibilities**

- ❖ Prepare the Authority's annual budget through coordinating submissions by all divisions.
- ❖ Allocate approved budgets to all divisions monthly in line with the approved cash flow.
- ❖ Review asset physical conditions, match with values of assets in SAP and make adjustments accordingly.
- ❖ Classify, create and retire asset numbers and do necessary configurations.
- ❖ Allocate and report expenditure of each project in an internal order in SAP.
- ❖ Avail variance analysis report of projects and other assets as well as advise on the management of project funds.
- ❖ Ensure sound creditors/debtors management system for internal and external creditors / debtors.
- ❖ Perform control and risk management activities for allocation of budgets, cash flow management, supplier payments, projects management & financial statements items.
- ❖ Engage parent Ministry and seek approval of cash flows to fund operations.
- ❖ Carry out Financial and fundamental analysis and evaluation of all banks and make recommendations for selection of suitable banks for the Authority.
- ❖ Effectively utilize the Performance Management System for the training & development of staff as well as achievement of sectional and Authority goals.

### **Job Skills and Competencies**

- ❖ Ability to work under immense pressure and beyond stipulated hours
- ❖ Proficiency in Microsoft Excel.
- ❖ Strong communication skills (written and verbal)

- ❖ Ability to work independently and in a team environment.
- ❖ Have strong, proficient analytical skills

### **Qualifications and Experience**

- ❖ A degree in Accounting, Finance or equivalent; or a professional qualification such as ACCA / CIMA / CA / CIS / CPA.
- ❖ An MBA / MBL / MSc is an added advantage.
- ❖ Knowledge of SAP is a prerequisite.
- ❖ At least five (5) years working experience in Finance and/or Accounting environment at management level.
- ❖ Clean Class 4 driver's license.

## **HEAD PROJECTS & ESTATES – FINANCE, ADMINISTRATION & INFRASTRUCTURE – LEVEL 5 (1 POST)**

### **Duties and Responsibilities**

- ❖ Prepare Project Initiation documents (PID) for prioritized and approved projects.
- ❖ Prepare designs in line with user requirements before all the approvals are done.
- ❖ Procure the services of project consultants and contractors for construction projects before their commencement.
- ❖ Supervise the execution of construction projects in line with the project time lines.
- ❖ Monitor project implementation progress to ensure projects are completed on time and within the budget.
- ❖ Establish risk management strategies, checks and controls in order to address project risks.
- ❖ Effectively utilize the Performance Management System for the achievement of sectional and organizational goals.

### **Job Skills and Competencies**

- ❖ Must have a solid understanding of design and construction technology.
- ❖ High levels of computer literacy e.g. Microsoft Project and Excel.

- ❖ Ability to work under immense pressure and beyond stipulated hours.
- ❖ Good communication, strong interpersonal, organizational, people and time management skills.
- ❖ A team player who is innovative and analytical.

### **Qualifications and Experience**

- ❖ A degree in Architecture / Quantity Surveying / Civil Engineering or equivalent.
- ❖ An MBA / MBL / MSc / Project Management qualification is an added advantage.
- ❖ Knowledge of State Procurement Board procedures and regulations for construction projects is an added advantage.
- ❖ At least five (5) years working experience in a related environment at managerial level.
- ❖ Clean Class 4 driver's license.

## **HEAD RESEARCH AND DEVELOPMENT – STRATEGY, RESEARCH & DEVELOPMENT – LEVEL 5 (1 POST)**

### **Duties and Responsibilities**

- ❖ Participate in the formulation of the strategic, divisional and sectional work plans.
- ❖ Research and compile budgetary issues to be submitted to parent Ministry for the national budget.
- ❖ Participate in pre-Budget consultations and meetings with parent Ministry and stakeholders.
- ❖ Prepare position papers on specific fiscal reform issues.
- ❖ Research and ensure production of quality research papers.
- ❖ Ensure development and maintenance of database of country case studies on fiscal reforms.
- ❖ Analyse the impact of issues raised in the national budget.
- ❖ Monitor and evaluate fiscal projects.
- ❖ Initiate revenue enhancement measures after analysis of revenue head performance and environmental scanning.



- ❖ Effectively utilize the Performance Management System for the achievement of sectional and organizational goals.

### **Job Skills and Competencies**

- ❖ Strong research & evidence gathering skills
- ❖ Demonstrated critical thinking and analytical skills
- ❖ Ability to work independently while contributing to the success of the team.
- ❖ Exceptional oral and written skills suitable for all levels.
- ❖ Self-starter with ability to work under pressure and beyond stipulated hours.

### **Unquestionable integrity. Qualifications and Experience**

- ❖ A degree in Accounting / Economics / Commerce / Fiscal Studies / Business Studies / Business Management / Social Sciences, Full CIS or equivalent.
- ❖ An MBA / MBL / MSc is an added advantage.
- ❖ Good background knowledge in taxes and customs procedures and legislations.
- ❖ Analytical skills and understanding of accounting procedures
- ❖ Computer literacy is a requirement.
- ❖ At least five (5) years working experience at managerial level.
- ❖ Clean class four (4) driver's license.

## **MANAGER ESTATES & ASSETS – FINANCE, ADMINISTRATION & INFRASTRUCTURE – LEVEL 7 (1 POST)**

### **Duties and Responsibilities**

- ❖ Monitor and control estates and assets budget through reports and funds management module.
- ❖ Recommend risk management strategies and procedures, checks and controls in order to address risks related to management of all estates, assets and operational stocks.
- ❖ Implement risk management strategies and procedures, checks and controls in managing all estates, assets and stocks.

- ❖ Monitor repairs and maintenance of motor vehicle fleet in line with the maintenance plan.
- ❖ Recommend the maintenance plan and budget for estates and assets to the Head Administration. Implement the maintenance plan for estates and assets within the approved budget.
- ❖ Review vehicle and equipment fuel consumption and ensure remedial action is taken where there are abnormal trends.
- ❖ Review assets inspection and status reports and take remedial action where there are abnormal trends.
- ❖ Respond to call outs by divisions, departments and stations to attend to requests for operational stocks, breakdown of assets, equipment and emergency situations in line with the Service Level Agreement (SLA).
- ❖ Recommend the procurement of motor vehicles, buildings, furniture and fittings and any other assets except ICT equipment in line with the approved budget.
- ❖ Recommend disposal of assets and records in line with assets and records management policy and the Public Procurement & Disposal of Public Assets Act.
- ❖ Effectively utilize the Performance Management System for the training & development of staff as well as achievement of sectional and organizational goals.

### **Job Skills and Competencies**

- ❖ Ability to work under immense pressure and beyond stipulated hours.
- ❖ Good communication, strong interpersonal, organizational, people and time management skills.
- ❖ A team player who is innovative and analytical.
- ❖ Proficiency in Microsoft Excel.
- ❖ Unquestionable integrity.

### **Qualifications and Experience**

- ❖ A degree in Business Studies / Business Administration / Logistics or equivalent.
- ❖ An MBA / MBL / MSc is an added advantage.
- ❖ Knowledge of SAP is an advantage.

- ❖ Knowledge of Estates and Fleet Management is an advantage.
- ❖ At least four (4) years' relevant experience at supervisory level.
- ❖ Clean Class 4 driver's license.

## **INFRASTRUCTURE ADMINISTRATOR, ICT – LEVEL 8 (1 POST)**

### **Duties and Responsibilities**

- ❖ Assist with the planning, design, research and acquisition / procurement of new or upgraded hardware and software systems.
- ❖ Configure and upgrades operating systems and software.
- ❖ Maintain current inventory registers of hardware, software, network technology and recommends modifications as necessary.
- ❖ Maintain ICT Infrastructure.
- ❖ Participate in systems analysis and design.
- ❖ Perform security measures on ICT systems accessibility.
- ❖ Perform software and hardware installations.
- ❖ Troubleshoot problems with computer systems, hardware and software and makes repairs and corrections where required.
- ❖ Any other duties as assigned.

### **Job Skills and Competencies**

- ❖ Self-starter with ability to work under pressure and long hours.
- ❖ Ability to communicate at all levels.
- ❖ Ability to work both independently and as part of a team.
- ❖ Unquestionable integrity.

### **Qualifications and Experience**

- ❖ A degree in Information Systems, Computer Science or equivalent
- ❖ Certification on VMware, KVM Oracle VM or Hyper-V virtualization technology is required.
- ❖ Certification on Oracle, Lenovo, IBM, Dell, HP, Fujitsu or Inspur server technologies is required.
- ❖ Certification on Storage Area Network (SAN) an added advantage.

- ❖ Certification in Exchange or Windows 2012 Microsoft Technologies is an added advantage.
- ❖ Knowledge of Linux or Solaris Operating System an added advantage.
- ❖ Knowledge of Microsoft Data Protection Manager or any other Disaster Recovery solution an added advantage.
- ❖ At least three (3) years post qualification experience.
- ❖ Clean class 4 driver's licence a must.

## **JAVA DEVELOPER, ICT – LEVEL 8 (1 Post)**

### **Duties and Responsibilities**

- ❖ Develop programs using JAVA and Oracle database to resolve business requirements.
- ❖ Modify existing programs in line with changing business requirements or to fix bugs in the programs.
- ❖ Adhere to the Authority's software development standards.
- ❖ Develop integration solutions for internal and external systems.
- ❖ Provide support to system issues raised by end users.
- ❖ Participate in any other software development work using JAVA based technologies.
- ❖ Recommend changes to improve established operational systems processes.
- ❖ Develop application code for JAVA programs as assigned by the supervisor.
- ❖ Develop authorized mobile and web applications and innovative solutions as required by business.
- ❖ Design and develop user interfaces to internet / intranet applications.
- ❖ Research and troubleshoot reported problems.
- ❖ Comply with project standards and processes related to producing high quality web-based applications.
- ❖ Any other duties as may be assigned.

## **Job Skills and Competencies**

- ❖ Self-starter with ability to work under pressure and long hours.
- ❖ Ability to communicate at all levels.
- ❖ Ability to work both independently and as part of a team.
- ❖ Unquestionable integrity.

## **Qualifications and Experience**

- ❖ A degree in Computer Science, Information Systems Management or equivalent
- ❖ JAVA SE Certification is a must.
- ❖ Knowledge of JSP / Servlets, Web Frameworks like Struts / Spring, Service Oriented Architecture / Web Services – SOAP / REST, Web Technologies like HTML, CSS. JAVA Script and JQuery, Markup Languages like XML and JSON is a must.
- ❖ Knowledge of Agile Software Development and the Software Development Life Cycle Methodologies is a must.
- ❖ At least two (2) years working experience with software development projects for an enterprise environment is a must.
- ❖ Knowledge of Microsoft BizTalk or any other Enterprise Integration technology is an added advantage.

## **SYSTEMS INTEGRATOR, ICT – LEVEL 8 (1 POST)**

### **Duties and Responsibilities**

- ❖ Design, develop and support enterprise BizTalk solutions and integration components.
- ❖ Develop BizTalk interfaces using integration adapters (WCF-Custom, SFTP, TCP/IP etc.) Experience using variety of related technologies including .net, Web Services, IIS, HTML, XML, XSD, XSLT, XPath, XQuery, SOAP/REST.
- ❖ Develop technical design and architecture for integration solutions. Work with a team of software developers to develop new applications and/or maintain existing applications.
- ❖ Work with end users during system design to determine functionality needs. Plan development activities and monitors progress to completion.

- ❖ Manage testing of application software to assure accuracy, integrity, completeness to achieve desired results.
- ❖ Comply with project standards and processes related to producing high quality web-based applications.
- ❖ Maintain existing software systems by identifying and correcting software defects.
- ❖ Any other duties that may be assigned.

### **Job Skills and Competencies**

- ❖ Self-starter with ability to work under pressure and beyond stipulated hours.
- ❖ Ability to work both independently and as part of a team.
- ❖ Good communication and people skills.
- ❖ Unquestionable integrity.

### **Qualifications and Experience**

- ❖ At least Bachelors' Degree: Computer Science/Information Systems or equivalent.
- ❖ Experience using variety of related technologies including .net, Web Services, IIS, HTML, XML, XSD, XSLT, XPath, XQuery, SOAP/REST is a must.
- ❖ Experience in developing BizTalk interfaces using integration adapters (WCF-Custom, SFTP, TCP/IP) is a must
- ❖ Microsoft BizTalk Certification or other similar Enterprise Integration technology is a must.
- ❖ Knowledge of Microsoft BizTalk Server 2016 and EDI Implementation, BAM, BRE is an added advantage.
- ❖ Knowledge of Visual Studio Team Foundation Server (VSTFS), Software version control is an added advantage.
- ❖ Knowledge of Microsoft BizTalk Server 2016 and EDI Implementation, ESB, BAM, BRE is an added advantage.
- ❖ At least two (2) years working experience in developing and administering BizTalk applications is a must.
- ❖ Clean Class 4 Driver's licence is a prerequisite.

## **PROCUREMENT OFFICER, PROCUREMENT MANAGEMENT UNIT – LEVEL 9 (3 POSTS)**

### **Duties and Responsibilities**

- ❖ Administer the Public Procurement and Disposal of Public Assets Act [Chapter 22:23].
- ❖ Assist in the planning of the procurement activities of the Procurement Management Unit (PMU).
- ❖ Prepare bidding documents and administering the bidding process.
- ❖ Partake in the evaluation of bids and any post-qualification negotiations required.
- ❖ Coordinate the evaluation process including contract award and preparing reports.
- ❖ Check and confirm that the procurement processes undertaken have complied with the Public Procurement and Disposal of Public Assets Act.
- ❖ Any other duties that may be assigned.

### **Job Skills and Competencies**

- ❖ Ability to work under pressure.
- ❖ Ability to communicate at all levels.
- ❖ Ability to work both independently and as part of a team.
- ❖ Unquestionable integrity.

### **Qualifications and Experience**

- ❖ A degree in Procurement and Supply Chain Management or equivalent.
- ❖ Full Chartered Institute of Purchasing and Supply (MCIPS) membership is a must.
- ❖ A Master's Degree in Supply Chain Management or equivalent is an added advantage.
- ❖ At least three (3) years supervisory experience in a large organization.
- ❖ A clean Class 4 driver's license.

## **PROCUREMENT ASSISTANT, PROCUREMENT MANAGEMENT UNIT – LEVEL 12 (3 POSTS)**

### **Duties and Responsibilities**

- ❖ Assist in the administration of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23].
- ❖ Assist in the preparation of bidding documents and administering the bidding process.
- ❖ Identify potential suppliers and examines their profiles and registration documents.
- ❖ Source quotations from reputable suppliers and evaluates the bids.
- ❖ Check inventory levels and ensure that minimum inventory levels are maintained.
- ❖ Any other duties that may be assigned.

### **Job Skills and Competencies**

- ❖ Ability to work under pressure.
- ❖ Ability to communicate at all levels.
- ❖ Ability to work both independently and as part of a team.
- ❖ Unquestionable integrity.

### **Qualifications and Experience**

- ❖ A degree in Procurement and Supply Chain Management or equivalent.
- ❖ Full Chartered Institute of Purchasing and Supply (MCIPS) membership is an added advantage.
- ❖ A clean Class 4 driver's license.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by not later than **30 August 2019**, in sealed envelopes clearly indicating the position being applied for.

**Please note that only shortlisted applicants will be responded to.**



Applications should be addressed to

**The Director, Human Capital**

Zimbabwe Revenue Authority

6<sup>th</sup> Floor ZB Centre

Corner First Street / Kwame Nkrumah Avenue

P. O. Box 4360

**HARARE**



"We are here to serve"

"We are here to serve"

