



VACANCY NOTICE

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

HEAD – WORKFORCE PLANNING & ANALYTICS - LEVEL 5 (1 POST)

Reporting to: Director Human Capital

Duties and Responsibilities

- ❖ Human resources planning, reward management, talent development, payroll management and reporting
- ❖ Running of all remuneration programs design and implementation,
- ❖ Talent Analytics and regular reporting of issues which inform both operational and strategic decision making
- ❖ Conducts HR Forecasting i.e. staff costs modelling and monitoring, headcount monitoring (Demand & Supply Monitoring) in line with corporate strategy
- ❖ Develops the HR OPEX and CAPEX Budgets in liaison with the Director-Human Capital and in line with the corporate strategy
- ❖ Manages Staff Productivity Monitoring and Analytics
- ❖ Conducts Employee Engagement (EE) Surveys (Annual, Pulse etc.) and Initiatives Tracking
- ❖ Conducts Staff Wellness Initiatives Tracking and maintains all remuneration systems and data integrity
- ❖ Sets the basis for Remuneration Policy Reviews and implements Salary Benchmarking
- ❖ Pay structuring to ensure pay equity (internal and external) across all employee categories
- ❖ Motivates for Funeral Assistance, Motor Vehicle Allowances and other benefits/allowances for maintenance of staff welfare.
- ❖ Designs Incentive Schemes (Short Term & Long Term) and recognition schemes for staff
- ❖ Proposes Housing Scheme Rules & Manages their implementation
- ❖ Designs Skills Gap Assessments Tools and offers technical support in skills assessment and tracking exercises
- ❖ Designs tools and ensures performance analytics for individual and employee groups
- ❖ Conducts succession planning and Talent Grid/Talent Profiling analytics in liaison with other HR subsections
- ❖ Manages the administration of Non-Payroll Benefits e.g. Incentive Schemes & Performance Bonus Operationalisation



- ❖ Sets Leave Balance targets in line with the staff costs budget & conducts leave liability analytics & tracking
- ❖ Conducts Medical Aid and Medical Cover Analytics & recommends appropriate uptake by the business
- ❖ Compiles the quarterly HR Board Reports with inputs from all HR subsections
- ❖ Runs the analytics, tracking and reporting on staff costs movement on a monthly basis.
- ❖ Ensures the development of reporting standards and implementation of reporting tools (SOPs) for use in the HR function

Qualifications and Experience

- ❖ Bachelor's Degree in Applied Maths, Statistics, Actuarial Science, Data Analytics, Industrial Psychology or Psychology Equivalent.
- ❖ At least six (6) years' experience four of which should be at managerial level.

Key Skills and Competencies

Technical skills required are:

- ❖ Advanced Microsoft Excel (Must Have) + Other Statistical Software
- ❖ Advanced Data Analytics
- ❖ Advanced PowerPoint & Other Reporting Software

Soft skills required are:

- ❖ High Learning Orientation
- ❖ Acute Problem Solving Attitude
- ❖ Effective Team Management

Other Attributes

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

MID-CAREER SPECIALIST TRAINEES

Candidates who had submitted applications for this post are advised not to resubmit.

The Zimbabwe Revenue Authority (ZIMRA) has an exciting opportunity for enthusiastic specialists to join our dynamic team:

- Are you a specialist in industries such as the following:
 - *Manufacturing*
 - *Telecommunications*
 - *Financial Services*
 - *Mining*
 - *Tourism And*
 - *Agriculture*

- Do you possess a first degree in the relevant field with a minimum score of 2.1?
- Have least 3 years' post-graduation experience in the specified field?
- Be 36 years of age or below at the date of this advert?
- Are you an individual seeking to switch your career into a thriving and supportive workplace?

You are the right individual to apply for the **MID-CAREER SPECIALIST TRAINEE** opportunity at ZIMRA. This position is well suited for an individual who seeks to be part of the Revenue collecting team using their expertise in different fields mentioned above. Interested candidates should:

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **12 June 2022**. All applications should be emailed to **ZimraRecruitment@zimra.co.zw** clearly stating the position applied for and addressed to:

The Director, Human Capital
Zimbabwe Revenue Authority
6th Floor ZB Centre
Corner First Street / Kwame Nkrumah Avenue
P. O. Box 4360 HARARE

Please note that only shortlisted applicants will be responded to.

