

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 – IT & FORENSICS, INTERNAL AUDIT – LEVEL 5 (1 POST)

Key Responsibilities

- Formulates initiatives for inclusion in the corporate strategic plan.
- Draws up and reviews divisional strategic plans,
- Reviews risk assessment and profiles report,
- Reviews risk priorities matrix,
- Allocates audit resources,
- Reviews annual audit plan,
- Manages the execution of the audit plan,
- Reviews the audit findings to management and the board and follow up on the implementation of audit recommendations,
- Reviews the audit findings in light of the audit evidence,
- Reviews the appropriateness, practicality and cost effectiveness of the audit recommendation,
- Receives and incorporates management responses into the audit report,
- Manages staff on a day to day basis and develops relevant skills training programmes,
- Develops divisional budget, tracks expenditure and analyse variances,
- Compiles periodic financial reports,
- Develops internal auditors' job specifications, □ Coordinates external audit assignments,
- Assists in planning for external audit assignments in liaison with the Auditor General's office.

Job Skills and Competencies

- Independence and objectivity in both attitude and appearance in all matters related to audit and assurance engagements.
- Due professional care, including observance of applicable professional audit standards, in planning, performing and reporting on the results of engagements.

- Ability to plan, prioritize, coordinate and manage multiple, and often conflicting, initiatives.
- Excellent written and oral communication and presentation skills.
- Ability to work well under pressure and changing priorities.
- Technical skills to effectively perform IS audit activities/tasks in a manner that consistently achieves established quality standards or benchmarks.

Qualifications and Experience

- A degree in Business Studies and Computer Science/Computer Science/Information Systems/Electronics/Cyber Security or an equivalent IT related degree is a must.
- A relevant Master's Degree is an added advantage.
- Information Systems Audit or Cyber Security Professional Certification such as CISA/CHFI/CISM/CRISC/CEH/CISSP or equivalent is a must.
- Must have at least five years supervisory or managerial experience in IT auditing or Cyber Security or IT Operations Environment.
- Hands on experience in Digital Forensics and Data Analytics a must.
- Knowledgeable and hands on experience in the auditing of SAP, ASYCUDA and Oracle Databases.
- A firm understanding of internal auditing standards for both IIA (IPPF) and ISACA (ITAF).

IT AUDITOR, INTERNAL AUDIT – LEVEL 8 (2 POSTS)

Key Responsibilities

- Evaluates the effectiveness and contribute to the improvement of risk management processes,
- Participates in the review of the Audit Charter,
- Exercises due professional care in planning performing and reporting on the results of engagements,
- Reviews the assertions against which the subject matter will be assessed to determine that such assertions are capable of being audited,
- Selects criteria, against which the audit subject matter will be assessed,
- Prepares the Risk Based Internal Plan for the Division,
- Plans each IS audit and assurance engagement,
- Develops and documents IS audit and the assurance engagement project plan,
- Documents the audit process, describing the audit work and the audit evidence that supports findings and conclusions,
- Identifies and concludes audit findings,
- Obtains sufficient and appropriate evidence to draw reasonable conclusions on which to base the engagement results,
- Evaluates the sufficiency of evidence obtained to support conclusions and achieve engagement objectives,

- Documents and communicates any material irregularities or illegal act to the appropriate party in a timely manner,
- Ensures findings in the audit report are supported by sufficient and appropriate audit evidence,

Job Skills and Competencies

- Excellent written and oral communication and presentation skills,
- Ability to work well under pressure and changing priorities,
- Ability plan, prioritise, coordinate and manage multiple and often conflicting, initiatives.

Qualifications and Experience

- A degree in Business Studies and Computer Science/Computer Science/Information Systems/Electronics/Cyber Security or an equivalent IT related degree is a must.
- Information Systems Audit or Cyber Security Professional Certification such as CISA/CHFI/CISM/CRISC/CEH/CISSP or equivalent is a must.
- At least three- (3) years' experience in IT Auditing or Cyber Security or IT Operations Environment.
- Hands on experience in the use of the Forensic Tool Kit (FTK) in performing digital forensics.
- Hands on experience in the use of data analytics tools such as Audit Command Language (ACL), IDEA and other relevant tools
- Knowledgeable and hands on experience in the auditing of SAP, ASYCUDA and Oracle Databases.
- A firm understanding of internal auditing standards for both IIA (IPPF) and ISACA (ITAF).

ADMINISTRATION OFFICER-STORES, FINANCE & ADMINISTRATION– LEVEL 9 (1 POST)

Key Responsibilities

- Supervises the distribution of stock items to end users
- Supervises the receipt of goods into stores and ensures adherence to the receipt procedures
- Monitors reorder levels,
- Checks that stocks are stored according to their value and material groups.
- Monitors stock takes and stock checks.
- Monitors the upkeep of the warehouse.
- Checks that goods are properly stored shelved and labelled.
- Draws up stores budget.
- Ensures that stations are adequately stored.

- Identifies stores risks.
- Ensures timely payment of suppliers.
- Prepares individual and sectional development plans.
- Promotes health and safety in all store rooms and warehouses.
- Implementing effective standards and proper inventory systems

Job Skills and Competencies

- Ability to work under pressure,
- Ability to communicate at all levels
- Unquestionable integrity,
- Computer literacy

Qualifications and Experience

- A degree in Administration / Business Administration / Logistics / Supply Chain Management / Purchasing & Supply Management or equivalent.
- A Masters' degree in Business Administration or equivalent is an added advantage.
- Knowledge of SAP is an added advantage.
- At least one (1) year experience at supervisory level in a warehouse environment in a large private or public entity or multinational organisation
- Clean class four (4) driver's license is a must.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **31 January 2024**, 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 and females are encouraged to apply.

