

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 STRATEGY – STRATEGY RESEARCH & INNOVATION– LEVEL 5 (1 POST)

Key Responsibilities

- Coordinates ZIMRA strategic planning process and ensure adherence to the Planning Calendar.
- Facilitates Strategic Planning Conferences and Review Workshops.
- Produces the ZIMRA Strategy documents namely the Five Year Strategy, Agency Strategic Performance Plan and the Programme Strategic Performance Plans.
- Provides advice to Senior Management on project prioritisation and strategic fit.
- Provides IRBM technical support to all divisions in the formulation of Sub-Programme Strategic Performance Plans to ensure alignment with the Corporate Strategy.
- Ensures management performance measurement metrics are aligned to the Corporate Strategy.
- Produces Performance Contracts for the Board Chair and Commissioner General and assist all Heads of Divisions in producing IRBM Compliant Performance Contracts.
- Tracks strategy implementation and assisting divisions with their strategy reporting obligations to ensure timely reporting.
- Develops ZIMRA Key Performance Indicators to monitor Performance and Results
- Conducts regular Strategy Monitoring and Evaluation.
- Produces quarterly and annual strategy performance reports.
- Leads automation of the ZIMRA Corporate Dashboard.
- Coordinates Strategy Implementation and Monitoring Committee Meetings.
- Identifies key strategic risks and ensure they are managed, reported or escalated as appropriate.
- Writes ZIMRA Annual Reports including design layout, printing and distribution.
- Coordinates the ZIMRA Change Management Programme including preparing stakeholders for reforms and change.
- Any other duties as assigned by the Director Strategy, Research and Innovation.

Job Skills and Competencies

- In – depth knowledge of Integrated Results Based Management and Monitoring & Evaluation.
- Ability to collect, compile and analyse data and prepare comprehensive reports.
- Ability to manage and coordinate projects.
- Strong strategic thinking and analytical skills.
- Good organisational and interpersonal skills.
- Maintains high levels of confidentiality and discretion with sensitive information.

Qualifications and Experience

- BSc Honours Degree in Business Studies /Management/Economics/Accounting or Social Science.

- MBA or Master's Degree in Strategic Management, Monitoring and Evaluation or Equivalent.
- Additional qualifications in Project Management and M & E an added advantage.
- Knowledge of ZIMRA Processes and Systems.
- Sound knowledge of taxes.
- Minimum of five (5) years' professional experience in Corporate Strategy or Research & Policy.
- Clean Class four (4) driver's licence.

ENTERPRISE RISK ANALYTICS MANAGER – CORPORATE RISK, – LEVEL 8 (1 POST)

Key Responsibilities

- Continuously monitor the business environment for emerging risks to identify, assess, evaluate and mitigate the authority's exposure to the identified risks.
- Determine which analytical tools can be used to assess and quantify risk for specific projects/divisions
- Perform analytics operational, market and credit risk-related matters
- Prepare and ensure the execution of the CRC work plan to ensure Divisional targets are met.
- Prepare periodic risk management reports tailored to the relevant audience including Risk registers, Risk Control Self Assessments, Business Continuity Plans, Risk and Compliance Assessment reports, and Incident reports.
- Liaise with different divisions and risk owners to address issues related to risk identification, measurement and mitigation.
- Champion the streamlining, standardization, and automation of risk data management processes
- Implement and maintain the Authority's risk and compliance management policies and frameworks.
- Review and evaluate company policies, and procedures to identify risk areas and advise management.
- Build risk awareness amongst staff by providing support and training within ZIMRA
- Provide leadership, supervision and mentoring to risk management supervisors and also managing performance to ensure the effective performance of the Division.

Job Skills and Competencies

- An analytical mind-set and strong statistical skills.
- Self-starter with the ability to work under pressure.
- Uphold unquestionable integrity and commitment to duties.
- Flexibility to work during odd hours or adverse weather conditions if required.
- Effective communication and interpersonal skills.
- Ability to collaborate with various departments and stakeholders.
- Good organisational, people, and time management skills.

Qualifications and Experience

- A Bachelor's degree in Risk Management, Business Studies, Finance, Mathematics, Statistics, Accounting, Economics, ICT or a business related discipline.
- At least 5 (five) years of postgraduate experience in Risk Management
- Professional qualifications/certifications such as FRM, CRISC, CERM, CISA, CIA, CFE, CRMA or equivalent.
- An MBA/MSc in Risk Management, Data Analytics, Finance, Accounting or related fields would be advantageous.

- Experience in Customs/Domestic Taxes or Tax environment is an added advantage.

LOSS CONTROL OFFICER – INTEGRITY MANAGEMENT – LEVEL 9 (1 POST)

Key Responsibilities

- Carries out investigations as assigned by the Integrity Manager.
- Implements the Integrity management work plan.
- Carries out special projects to recover lost revenue.
- Engages with other strategic law enforcement agencies.
- Conducts out lifestyle audits to ensure ZIMRA staff lives within means.
- Maintains databases for all investigations, hotline and lifestyle audits.
- Compiles integrity and sectional periodic reports
- Identifies and recover ill-gotten wealth.
- Conducts corruptions diagnostic assessments.
- Conducts corruption risk trend analysis to identify corruption hot spots.
- Collaborates with other relevant stakeholders for recovery of assets.

Job Skills and Competencies

- Ability to meet set deadlines, maintain confidentiality and prioritise multiple tasks.
- Ability to work both independently and as part of a team.
- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Good analytical skills.
- Strong communication and presentation skills along with ability to work in a highly collaborative environment
- Ability to work with minimum supervision

Qualifications and Experience

- A Bachelors' Degree in Accounting/Economics/Intelligence & Security/Forensic Investigations/Data Science or equivalent.
- A Master's degree in any one of the above and similar qualifications is a distinct advantage.
- Good understanding or ability to master multiple operational systems added advantage.
- Minimum five (5) 'O' levels including English language, Mathematics and any science subject.

PROCUREMENT OFFICER (SUPPLY CHAIN SPECIALIST) – PROCUREMENT MANAGEMENT UNIT, – LEVEL 9 (2 POSTS)

Key Responsibilities

- Ensures that all procurement strategies and processes are in place for each procurement category in terms of price, quality and delivery targets which enables the authority to function.
- Ensures that value for money is achieved, including Terms and conditions, supplier selection or de-selection, evaluation and rationalisation of supply chain solutions including vendor managed inventory, supplier consignments and safety stock.
- Contributes in the initiation and development of a creative and innovative procurement processes (e-Procurement).
- Reviews, comparing, analysing and approving products as well as services to be purchased.

- Processes contract terminations and extensions.
- Facilitates development of supplier relationship management strategies to be employed throughout the supplier base.
- Ensures all procurement activities are done in compliance with the Public Procurement and Disposal of Public Assets Act [22:23] and Internal procedures, alignment of the act and procedures and relevant laws.
- Reviews all awarded tenders through the Procurement Management Unit review meetings.
- Prepares PRAZ monthly, quarterly and annual reports.
- Engages with internal stakeholders to ensure positive process development in line with operational environment.
- Monitors and reviews performance of Procurement Assistants and Graduate Trainees.

Job Skills and Competencies

- Ability to meet set deadlines, maintain confidentiality and prioritise multiple tasks.
- Ability to work both independently and as part of a team.
- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Good analytical skills.
- Strong communication and presentation skills along with ability to work in a highly collaborative environment
- Ability to work with minimum supervision
- Good organisational, people and time management skills.

Qualifications and Experience

- A Graduate Degree in Purchasing and Supply Chain Management/ Logistics Management/Business Studies or equivalent.
- A Master's Degree in Supply Chain Management is an added advantage.
- A minimum of three (3) years' experience in Public Procurement.
- Proficient in SAP, report writing and data analytics
- Studying towards CIPS certification or a holder of CIPS Certification is an added advantage.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **9 August 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 female candidates are encouraged to apply and only shortlisted applicants will be responded to.

