

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 INVESTIGATIONS SPECIALIST CUSTOMS & EXCISE – REVENUE ASSURANCE DIVISION– LEVEL 6 (1 POST)

Key Responsibilities

- Recommends investigations to be undertaken
- Develops, initiates for revenue enhancement projects to meet set targets.
- Reviews submissions made to legal in response to court appeal cases.
- Recommends the carrying out of raids on cases under investigation
- Recommends case finalisation
- Approves and recommends waivers of penalties and interest
- Approves all payment plans between 3 months and six months
- Recommends all garnishee and asset attachment orders in collection of debts
- Analyses revenue collections/performance on cases under investigations against targets daily and recommends actions to be taken to the Regional Manager.
- Implements measures to meet set targets.
- Reviews reports on revenue collections.
- Recommends all cases for prosecutions.
- Reviews the revenue collection strategy and monitors sectional performance through reports.
- Manages the sectional integrity action plan.
- Provides input into the management system.
- Manages collectively the divisional risk.
- Monitors that Investigations are carried out and revenue recovered on identified risk areas.
- Implements approved initiatives to expand the revenue base
- Administers risk management and implements business continuity plan.
- Heads a special customs projects team on post importations and Tax evasion
- Allocates special cases to the project team and manages the cases to finality.
- Accountable to meeting and surpassing production targets within quality turnaround time and productivity norms
- Any other duties as 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

- A degree in Accounting/Economics/Business Studies/ Finance/Fiscal Studies/Commerce/Law / Social Science.
- At least five (5) years' work experience in a Customs & Excise or Revenue Assurance environment in at a supervisory level is a prerequisite.
- Thorough knowledge of Domestic Taxes and Customs legislation and procedures.
- An MBA/MSc is an added advantage.
- Knowledge of TaRMS and ASYCUDA is a prerequisite.

ACCOUNTANT GENERAL LEDGER – FINANCE AND ADMINISTRATION – LEVEL 7 (1 POST)

Key Responsibilities

- Preparing Annual Financial Statements (Statement of financial performance, Statement of financial position & Cash Flow statement) for audit.
- Preparing monthly and quarterly financial reports (Statement of financial performance, Statement of financial position and Cash flow statement etc.)
- Preparing periodic and adhoc internal reports for management
- Creating and updating master data in SAP for General Ledger Accounts, Profit Centres, Cost Centres, Fund Centres, Accounts receivables and Accounts payables vendor accounts.
- Addressing internal clients' issues in the SAP General Ledger system.
- Supervising and tracking implementation of year-end procedures/guidelines in preparation for a clean and timely year-end audit.
- Coordinating Accounts Analysis for all TB balances on a monthly basis.
- Monitoring and controlling sectional expenditure against budget.
- Implementing -sectional plans and reviewing performance
- Reviewing bank reconciliations for all head office imprest bank accounts and other control accounts.
- Prioritising and authorising outgoing payments.
- Ensuring that all sub ledger modules are posting to the General Ledger and that the balances are reconciling.
- Recommending system improvements and coordinating FI processes in system upgrades.

- Ensuring that misposts are resolved in a timely manner.
- Crafting procedures for General ledger accounting.
- Maintenance of the chart of accounts and alignment of reporting systems to policies
- Setting up performance standards and performance appraisal for subordinates.
- Supervising staff in the section

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Good analytical skills.
- Good communication and interpersonal skills.
- Good organisational, people and time management skills.

Qualifications and Experience

- A degree in Accounting/Finance or equivalent.
- A CTA or ITC holder with articulated clerkship experience OR chartered accountant is a distinct advantage.
- Sound technical knowledge of Accounting standards and financial reporting.
- Computer skills, advanced Microsoft excel, PowerPoint, and Accounting packages.
- At least three (3) years working in an accounting environment or audit environment with some supervisory or management experience.

DIGITAL INNOVATIONS MANAGER – ICT, – LEVEL 7 (1 POST)

Key Responsibilities

- Operationalisation of the ICT Development Innovation Hub.
- Championing Development and technical training of Graduate Trainees and working with and through them to deliver innovative solutions for the Authority.
- Implement a variety of creative techniques and processes to increase the efficiency and productivity in Authority's processes.
- Observe the Authority's standard processes and operations to identify areas of improvement.
- Research on new trends within tax administration to enable the Authority to stay up-to-date on technology advancements.
- Gather user requirement, analyse and propose a digitalisation roadmap which include process improvement resulting in operational efficiency, optimisation and improved service level.
- Supervise the long-term innovation strategies to determine necessary changes and review the Authority's progress.

- Assist team members with enhancing their skills and innovative techniques to improve design thinking.
- Monitoring, analysing and communicating innovation metrics to senior management to seek opportunities to improve the company's innovative performance.
- Introducing new tax administration and support services for internal and external customers.
- Any other duties as assigned by the incumbent's superiors.

Job Skills and Competencies

- Ability to work under immense pressure and beyond stipulated hours.
- Knowledge of automation, collaboration and transaction management tools.
- Knowledge of software development platforms.
- Good organisational, people and time management skills.
- Good communication and strong interpersonal skills.

Qualifications and Experience

- A degree in Computer Science/Information Systems/Business Studies and Computer Science or equivalent is required.
- Minimum of 4 years post qualification experience in ICT industry working on enterprise software development is required.
- A software developer certification is required.
- A certification in innovation management is an added advantage.
- Knowledge of OOP principles and Agile programming methodology.
- A clean class four (4) driver's licence.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **7 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 that only shortlisted applicants will be responded to and females are encouraged to apply.

