



VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill in the following positions that have arisen within the Zimbabwe Revenue Authority (ZIMRA), an equal opportunity employer:

CONTRACTS MANAGER – PROCUREMENT MANAGEMENT UNIT (1 POST)

Email Subject Ref: Contracts_Manager_PMU_HCA08.11.2020

Duties and Responsibilities

- Manages tender processes and cost effective procurement of goods and services for the Authority in line with the provisions of the Public Procurement and Public Assets Disposal Act (Chapter 22:23)
- Leads the day to day operations of ZIMRA's Procurement Management Unit (PMU)
- Coordinates the contract negotiations with contractors of goods and services.
- Advises the Accounting Officer on all procurement issues.
- Ensures adherence to best practice and good Corporate Governance by members in the Procurement Management Unit.
- Determines applicable procurement methods to be used when internal requests are received.
- Reviews tender documents in line with the Public Procurement and Public Assets Disposal Act and Procurement Regulations for sourcing of goods and services.
- Prepares evaluation reports recommending award for tenders to best advantage.
- Carries out market environmental scanning and procurement research for guidance and adoption of the most economic options.
- Plans for annual and periodic procurement activities.
- Adheres to Service Level Agreements (SLA).
- 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 with minimum or no supervision.

- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Good interpersonal and communication skills.
- Ability to communicate at all levels.
- Good report writing skills.
- Unquestionable integrity.

Qualifications and Experience

- Degree in Supply Chain Management and Procurement or Equivalent.
- A professional qualification in Supply Chain Management (Chartered Institute of Procurement & Supply) CIPS is a must.
- A Masters' degree is an added advantage.
- A minimum of five (5) years' procurement experience at managerial level.
- Exposure in Public Sector procurement is a distinct advantage.
- Knowledge of SAP is a requirement.

PROCUREMENT MANAGER – PROCUREMENT MANAGEMENT UNIT (2 POSTS)

Email Subject Ref: Procurement_Manager_PMU_HCA08.11.2020

Duties and Responsibilities

- Manages tender processes and cost effective procurement of goods and services for the Authority in line with the provisions of the Public Procurement and Public Assets Disposal Act (Chapter 22:23)
- Leads the day to day operations of ZIMRA's Procurement Management Unit (PMU)
- Coordinates the contract negotiations with contractors of goods and services.
- Advises the Accounting Officer on all procurement issues.
- Ensures adherence to best practice and good Corporate Governance by members in the Procurement Management Unit.
- Determines applicable procurement methods to be used when internal requests are received.

- Reviews tender documents in line with the Public Procurement and Public Assets Disposal Act and Procurement Regulations for sourcing of goods and services.
- Prepares evaluation reports recommending award for tenders to best advantage.
- Carries out market environmental scanning and procurement research for guidance and adoption of the most economic options.
- Plans for annual and periodic procurement activities.
- Adheres to Service Level Agreements (SLA).
- 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 with minimum or no supervision.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Good interpersonal and communication skills.
- Ability to communicate at all levels.
- Good report writing skills.
- Unquestionable integrity.

Qualifications and Experience

- Degree in Supply Chain Management and Procurement or Equivalent.
- A professional qualification in Supply Chain Management (Chartered Institute of Procurement & Supply) CIPS is a must.
- A Masters' degree is an added advantage.
- A minimum of five (5) years' procurement experience at managerial level.
- Exposure in Public Sector procurement is a distinct advantage.
- Knowledge of SAP is also an added advantage.

PROCUREMENT OFFICER – PROCUREMENT MANAGEMENT UNIT (4 POSTS)

Email Subject Ref: Procurement_Officer_PMU_HCA08.11.2020

Duties and Responsibilities

- Administers the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and assists in the planning of the procurement activities in the Procurement Management Unit (PMU).
- Prepares bidding documents and coordinates the bidding process.
- Partakes in the evaluation of bids and any post-qualification negotiations required.
- Leads the evaluation process including contract awards and prepares periodic reports.
- Submits all evaluations to the procuring entity's accounting officer, with confirmation that the procedure followed has complied with the Procurement Regulatory Authority of Zimbabwe Act.
- Exercises any other functions conferred or imposed on the unit by or under the above Act or by its accounting officer or procuring entity.

Job skills and Competencies

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to work both independently and with minimum or no supervision.
- A team player who is innovative and analytical.
- Good interpersonal and communication skills.
- Ability to communicate at all levels.
- Good report writing skills.
- Unquestionable integrity.

Qualifications and Experience:

- A Degree in Supply Chain Management / Purchasing and Supply or an equivalent.
- A Master's Degree in Supply Chain Management is an added advantage.
- Professional Qualification in Supply Chain management including CIPS.
- At least three (3) years supervisory experience in a large organization.
- Exposure to Public Sector procurement is a distinct advantage.

- A clean Class 4 driver's licence and defensive driving certificate.
- Knowledge of SAP is a definite advantage.

ICT OPERATIONS MANAGER – ICT (1 POST)

Email Subject Ref: ICT_Operations_Manager_HCA08.11.2020

Duties and Responsibilities

- Responsible for Architecture design and implementation of Information and Communication Technology (ICT) Operations solutions.
- Leads the configuration, deployment, and maintenance of ZIMRA Servers, Storage area Networks (SAN), Databases and Basis solutions infrastructure.
- Coordinates the Infrastructure Administration, Database Management and SAP basis teams towards a synergised effort.
- Manages the Provision of computing and database resources in line with strategy and on demand daily needs (i.e. Virtual machines, extended capacity).
- Monitors systems for performance management, performance optimisation and infrastructure utilisation and patch management.
- Spearheads implementation of software and hardware upgrades.
- Oversees management of infrastructure and support systems (Active Directory, Exchange Email Services, DNS, DHCP, Oracle and SQL Databases).
- Technically leads in Projects within or outside the ICT Infrastructure division, or provides expert technical support for the Project.
- Maintains system documentation and configuration data for Knowledge management and compliance purposes.
- Provides subject matter expertise over network security risk assessment and secures network design.
- Participates in the investigation of Information Security Incidents and development of remediation/prevention mechanisms.
- Manages his or her team towards resolution and/ or escalation of Systems queries to vendors for technical support.
- 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 with minimum supervision.

- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

Qualifications and Experience

- A Graduate Degree in Computer Science/Information & Communication Technology or equivalent qualification commensurate with experience.
- Certification on at least one of the following technologies (MCSE, MSCA Certified Engineer, Linux certification, Solaris Certification) is an added advantage.
- Training on at list one of the following enterprise server technologies (Oracle, Lenovo, IBM, Dell, HP, Fijitsu, Inspur) is required.
- Palpable Knowledge of Prince 2 Project Management is an added advantage.
- ITIL Training and added Advantage.
- At least 7 years post qualification experience required.

DOMESTIC TAXES SYSTEMS SUPPORT MANAGER – ICT (1 POST)

Email Subject Ref: DT_Systems_Support_Manager_HCA08.11.2020

Duties and Responsibilities

- Takes lead responsibilities for the installation, configuration, upgrade, supporting and maintenance of all components of the Domestic Taxes systems.
- Provides day-to-day business systems support for Domestic Taxes systems.
- Supplier, Contract and SLA management.
- Liaises with the Subject Matter Experts and business teams in order to assist with the ongoing functional support of Domestic Taxes systems.
- Continuous improvement of Domestic Taxes business processes.
- Ensures proper gathering and documentation of business requirements and systems analysis, design and development of innovative business systems.
- Develops and maintains Root Cause Analysis (RCA) and creates reports in accordance with the procedures.
- Recommends to senior management, changes to policies and procedures in line with changes in the operating environment.

- Coordinates Technical tests and Quality Assurance checks on developments carried out by the developers.
- Takes technical lead responsibility in all Domestic Taxes system projects.
- Provides input in the preparation and monitoring of sectional budgets where necessary.
- Identifies training needs and ensures staff receive training in specialized areas.
- Ensures adherence to the tenets of the Authority's Performance Management System within the section.
- 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 with minimum supervision.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.
- Strong interpersonal and communication skills.
- Works well under pressure to meet the set deadlines.
- Possess strong Business Ethics.

Qualifications and Experience

- BSc in Computer Science/Information Systems/Business Studies and Computer Science or equivalent.
- At least 3 years' experience working with Domestic Taxes processes and systems is required.
- Experience in planning, installing, maintaining, upgrading and supporting business applications and providing ICT applications support to users in a customer-focused environment is required.
- Experience in analysing user needs and requirements, mapping processes and documenting the results is required.
- High level of attention to detail, with the ability to pre-empt potential problems and identify inefficiencies.
- Clean Class 4 drivers licence.

SYSTEMS DEVELOPER – ICT (2 Posts)

Email Subject Ref: Systems_Developer_HCA08.11.2020

Duties and Responsibilities

- Develops programs using JAVA, VB.Net or C# based technologies to resolve business requirements.
- Modifies existing programs in line with changing business requirements or to fix bugs in the programs.
- Adheres to the Authority's software development standards.
- Develops integration solutions for internal and external systems.
- Provides support to system issues raised by end users.
- Participates in any other software development work.
- Recommends changes to improve established operational systems processes.
- Develops application code as assigned by the supervisor.
- Develops authorized mobile and web applications and innovative solutions as required by business.
- Designs and develop user interfaces to internet / intranet applications.
- Researches and troubleshoots reported problems.
- Complies 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/Business Studies and Computer Science or equivalent.
- Oracle Certified Associate certification or Microsoft Certified Solutions Associate certification is required.
- 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 required.

- 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.

SYSTEMS INTEGRATOR – ICT (1 POST)

Email Subject Ref: Systems_Integrator_HCA08.11.2020

Duties and Responsibilities

- Designs, develops and supports enterprise integration solutions and integration components.
- Develops and provides support of backend integration services.
- Web Services design and development.
- Application Programming Interface (API) integration and development.
- Enterprise Application Integration using an Enterprise Service Bus (ESB) solution.
- Develops interfaces using integration technologies i.e. (Microsoft BizTalk Server, Web Services, MQ (MQ Series), Apache Camel, and an Enterprise Service Bus (ESB).
- Develops technical design and architecture for integration solutions. Work with a team of software developers to develop new applications and/or maintain existing applications.
- Works with end users during system design to determine functionality needs.
- Plans development activities and monitors progress to completion.
- Manages testing of application software to assure accuracy, integrity, completeness to achieve desired results.
- Maintains existing integrations 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

- A Degree in Computer Science/Information Systems/Business Studies and Computer Science 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 of integrating systems using integration technologies i.e. (Microsoft BizTalk Server, Web Services, MQ (MQ Series), Apache Camel, and an Enterprise Service Bus (ESB) is a required.
- Certification in at least one software development technology is a must.
- Working experience in developing applications with at least one (1) year on systems integrations is a must.
- Clean Class 4 Driver's licence is a prerequisite.

WEB & MOBILE APPLICATIONS DEVELOPER – ICT (1 POST)

Email Subject Ref: [Web&Mobile_Applications_Developer_HCA08.11.2020](#)

Duties and Responsibilities

- Analyses and develops solutions specifications documents according set standards and procedures.
- Modifies, upgrades, updates, designs and develops reliable mobile and web applications using latest development technologies.
- Analyses, recommend, implement and enhance web applications and mobile platforms security using applicable techniques including but not limited to plug-ins, upgrading websites designs, monetization techniques, improving search ranks an improving traffic on the sites.
- Develops APIs for internal mobile platforms, business systems and databases, ensuring seamless integration between mobile, web platforms and other systems.
- Contributes towards search optimization, web UX and functionality.
- Develops mobile apps and interfaces for delivering content to mobile phones and tablets.
- Develops interfaces between online content management systems and mobile networks from time to time.

- Modifies existing programs in line with changing business requirements or to fix bugs in the programs.
- Adheres to the Authority`s software development standards.
- Monitors and gives second and third level support for implemented systems.
- Identifies training needs and participates in the training of users.
- Ensures adherence to the tenets of the Authority`s Performance Management System within the section.
- Conducts 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 with minimum supervision.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

Qualifications and Experience

- BSc in Computer Science / Information Systems / Business Studies and Computer Science or equivalent.
- At least 2+ years` experience covering systems design and development.
- A certification in mobile or web development is required.
- Knowledge and experience of Web and/or Mobile App development is required.
- Experience with web development using technologies such as HTML5, CSS3, jQuery, PHP, Python, Ruby on Rails; and/or mobile app development using technologies such as Objective C, Swift is a required. Solid understanding of web related technologies such as HTTP/S, REST, SOAP, JSON, FTP, SSH and SMTP.
- Deep knowledge of Android and iOS development platforms.
- Possess strong Business Ethics
- Clean Class 4 driver`s license.

NETWORK & OPERATIONS SECURITY SPECIALIST – ICT (1 POST)

Email Subject Ref: Network_Operations_Security_HCA08.11.2020

Duties and Responsibilities

- Responsible for Network and Operations Security Component Architecture design and implementation of Information and Communication Technology (ICT) security solutions.
- Designs, configures, deploys, and maintains ZIMRA sites Network and security infrastructure in coordination with networking team.
- Implements firewall solutions to properly secure ZIMRA's data and provide consultation on all new firewall implementations, firewall configuration changes, and projects requiring security operational support.
- Assists in incident response for any breaches, intrusions, or theft.
- Monitors systems for any anomalies, proper updating and patching.
- Monitors vendor websites for potential threat alerts and software upgrades.
- Evaluates and performs planning, testing, and implementation of software and hardware upgrades.
- Maintains system documentation and configuration data for regulatory and audit purposes.
- Provides subject matter expertise over network security risk assessment and secure network design.
- Participates in the investigation of Information Security Incidents and development of remediation/prevention mechanisms.
- Designing Architecture and implementation of ICT Secure Communication channels and mechanisms with collaborative partners
- 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 with minimum supervision.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

Qualifications and Experience

- A Graduate Degree in Computer Science/Information & Communication Technology or equivalent qualification commensurate with experience.
- Security/Networks Certification CEH, CHFI, CISM, CISSP, CISA, CCNA or comparable Security/Networks Certification is a MUST.
- Minimum of three (3) years' experience in the ICT Services of which two (2) years should be in ICT Security/Networks or equivalent experience in areas such as ICT Risk Management.
- Demonstrated experience with NGFWs, router and switch configuration.

NETWORK ADMINISTRATOR – ICT (1 POST)

Email Subject Ref: Network_Administrator_HCA08.11.2020

Duties and Responsibilities

- Designing of Local Area Networks and Wide Area Networks for ZIMRA.
- Implements and uses network monitoring systems to ensure acceptable network uptime and network performance tuning.
- Maintains documentation of network infrastructure.
- Carries out network firewall installations and configurations.
- Enhances communication security including telecom, Intranet and Internet security.
- CISCO and non-CISCO routers security configurations.
- IP security configurations.
- Designs network maintenance schedules and implement such.
- Troubleshoots and supports networks.
- Liaises with webmaster on updating and accessibility of the ZIMRA Website.
- Network vendor management and ensuring subscriptions are up-to-date.
- Participation in System Analysis and Design.
- Research and Development of relevant security systems and network enhancements.
- Any other related duties that may be assigned by Network Manager from time to time.

Job skills and Competencies

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to work with minimum supervision.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

Qualifications and Experience

- BSc in Computer Science or Information Technology or MIS or Networking or Network Computing.
- Certification in vendor networking technologies (i.e. Cisco certification) is a distinct advantage.
- At least two (2) years working experience managing the enterprise network infrastructure.
- Knowledge of telecommunication will be an added advantage.

INFRASTRUCTURE ADMINISTRATOR – ICT (1 POST)

Email Subject Ref: Infrastructure_Administrator_HCA08.11.2020

Duties and Responsibilities

- Responsible for implementation of Information and Communication Technology (ICT) Operations infrastructure and solutions.
- Configures Windows, Oracle VM, VMware, Linux, storage systems according to Developer or Vendor specification.
- Installs and configures VMware, Linux, Storage infrastructure and operating systems components to ensure system reliability and integrity.
- Conducts daily systems administration including availability and performance monitoring, optimization, management of resource usage and systems incident resolution.
- Troubleshoots, resolves and/ or escalates systems queries to vendors for technical support.
- Configures and administers servers and client security systems in line with Security policy and best practice.
- Administers server user accounts and assigns privileges according to user duties.

- Adheres to change, release, incident and problem management processes and procedures.
- Provides technical expertise as required as part of project teams.

Job skills and Competencies

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to work with minimum supervision.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

Qualifications and Experience

- A Graduate Degree in Computer Science/Information & Communication Technology or equivalent qualification commensurate with experience.
- Certification on at least one of the following virtualization technologies (VMware, KVM Oracle VM, or Hyper-V) is required.
- Certification on Storage Area Network (SAN) an added advantage.
- Certification in Microsoft Technologies (Exchange, Windows 2012) 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 5 years post qualification experience.

HARDWARE SUPERVISOR – ICT (1 POST)

Email Subject Ref: Hardware_Supervisor_HCA08.11.2020

Duties and Responsibilities

- Assists the ICT Service Desk Manager in the delivery of optimal support services.
- Assists in installing, configuring, diagnosing, repairing, and upgrading the Authority's PC hardware, printers and other ICT equipment while ensuring its optimal performance.

- Troubleshoots problem areas in a timely and accurate fashion, and provides end user training and assistance where required.
- Assists in developing long-term strategies and capacity planning for meeting future computer hardware needs.
- Supports development and implementation of new computer projects and new hardware installations.
- Maintains up-to-date knowledge of hardware and equipment contracts and supervise contract based installations.
- Supervises implementation of system upgrades and rollouts for the Authority.
- Supervises preventive maintenance of ICT Hardware.
- Escalates Systems queries to Service desk Manager for technical support.
- Adheres to change, release, incident and problem management processes and procedures.
- Prepares comprehensive weekly, monthly and quarterly reports.

Job skills and Competencies

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to work with minimum supervision.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

Qualifications and Experience

- BSc degree in Computer Science, Information Systems or other related field At least 5 years' experience working in an ICT support environment.
- At least 2 years Supervisory level experience.
- Discernible experience leading a team.
- Experience of working with networked computing systems/windows TCP/IT networking experience.
- Knowledge of and competence in Microsoft operating systems and office suite.
- Strong planning, organization and problem-solving skills with ability to work hands-on, independently, and within team in a difficult work environment.

HARDWARE TECHNICIAN – ICT (1 POST)

Email Subject Ref: Hardware_Technician_HCA08.11.2020

Duties and Responsibilities

- Responsible for Second line support and deployment of office automation solutions and tools.
- Assists the ICT Service Desk Manager to maintain system optimum performance.
- System upgrades and rollouts for the region.
- Supporting the users remotely on ICT issues in sub offices.
- Performs preventive maintenance within the Region under support.
- Co-ordinates and plan the ICT operations for the region.
- Troubleshoots, resolves and/ or escalates Systems queries to Service desk Manager for technical support.
- Configures and administers desktops, printer and remote station networking devices.
- Administers user accounts and assigns privileges according to user duties in the region.
- Adheres to change, release, incident and problem management processes and procedures.
- Implements ICT projects within or outside the region.
- Prepares comprehensive weekly, monthly and quarterly reports.

Job skills and Competencies

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to work with minimum supervision.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

Qualifications and Experience

- A Graduate Degree in Computer Science/Information & Communication Technology or equivalent qualification commensurate with experience.

- BSc degree in Computer science, Information Systems or other related field or studying towards an IT degree.
- At least 5 years' experience working in an ICT support environment.
- Experience of working with networked computing systems/windows TCP/IT networking experience.
- Knowledge of and competence in Microsoft and Linux, operating system and office suite.
- Ability to work under harsh and extreme conditions, good judgment and problem determination and resolution skills.
- Demonstrates a customer-centric, motivated and pro-active approach to work.

ACCOUNTANT, BUDGETS & INVESTMENTS – FINANCE & ADMIN (1 POST)

Email Subject Ref: Accountant_Budgets_Investments_HCA08.11.2020

Duties and Responsibilities

- Preparation of the budgeting framework and distribution of same to divisions for use in the preparation of divisional budgets.
- Coordinating the preparation of divisional budgets and consolidation of divisional budgets into the organizational.
- Allocating and uploading budgets for divisions into SAP.
- Managing organizational expenditure vis-à-vis budgets
- Cash flow planning, retaining and allocation of cash resources to fund the Authority's operations.
- Investing excess cash on the money market.
- Allocation of interest income to fund different loan schemes for staff.
- Evaluation and recommending on major financial decisions as well as producing management reports.
- Accounting of donor funds received by the Authority.
- Assisting in the preparation of departmental and divisional plans.
- Implementing performance management system and carry out performance reviews for staff.
- Any other duties as may be assigned by the Head of Management Accounting.

Job Skills and Competencies

- High level of computer literacy.
- Ability to identify and drive solution processes.
- Good communication, strong interpersonal, organizational, people and time management skills.
- A team player who is innovative and analytical.

Qualifications and Experience

- A Degree in Accounting, Business Studies, Economics, Finance or a professional qualification such as CIMA, CA, ACCA, CPA or CIS.
- A post graduate management qualification is an added advantage
- Knowledge of SAP is a prerequisite.
- At least five years working in an accounting environment at supervisory or management level in a large organization.
- A Clean Class 4 driver's license.

ACCOUNTANT, REVENUE – FINANCE & ADMIN (1 POST)

Email Subject Ref: Accountant_Revenue_HCA08.11.2020

Duties and Responsibilities

- Manage receipting systems and ensure timely receipting of all revenues.
- Accounting for all revenue collections and producing daily flash reports.
- Analysing revenue performance and producing management reports.
- Monitoring bank reconciliation and revenue analysis on a daily basis.
- Processing refunds and other revenue related payments
- Reimbursing regional refunds requests in line with set procedures and track performance.
- Timely settling of payments on 34B cases and maintain records.
- Producing periodic revenue reports and returns and consolidate national reports.
- Monitoring performance of online receipting systems and liaise with ICT for improvements
- Supervising receipting and accounting staff.

Job Skills and Competencies

- High levels of computer literacy.
- Ability to identify and drive solution processes.
- Good communication, strong interpersonal, organizational, people and time management skills.
- A team player who is innovative and analytical.
- Ability to work under immense pressure and beyond stipulated hours.
- Knowledge of SAP and Microsoft Packages.
- 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 Accounting, Finance, Business Studies or equivalent or a professional qualification such as ACCA, CA, CIMA, CPA or CIS.
- Good knowledge of SAP FI system and ASYCUDA Systems is a prerequisite.
- Good knowledge of IFRS and IAS is key.
- Good analytical skills and high levels of efficiency and performance on the job.
- At least 5 years' experience in a revenue accounting environment
- A Clean Class 4 driver's license

ACCOUNTANT PAYABLES – FINANCE & ADMIN (1 POST)

Email Subject Ref: Accountant_Payables_HCA08.11.2020

Duties and Responsibilities

- Authorise all payments in line with the procurement procedures and the Service Level Agreement.
- Processing all executive/management payments.
- Review and approve creditors' reconciliations on a monthly basis.
- Establish and manage vendor information and standard payment terms.
- Analyse vendor balances and ensure expensing of down payments after receipt of goods and services by user departments.
- Supervise year-end procedures in preparation for year-end audit.

- Produce management accounts and other management reports on a periodic basis
- Managing relationships with corporate bankers and suppliers.
- Facilitate internal and external audits.
- Implement performance management system and carry out performance reviews for staff.
- Provide on the job training to new and existing staff as needed
- Assist in development and implementation of new procedures and policies to enhance the divisional performance.
- Participate in procurement processes providing advice on financial matters
- Any other duties as may be assigned by the Head of Management Accounting

Job Skills and Competencies

- High levels of computer literacy.
- Ability to identify and drive solution processes.
- Should have thorough knowledge of controls.
- Good communication, strong interpersonal, organizational, people and time management skills.
- A team player who is innovative and analytical.

Qualifications and Experience

- A degree in Accounting, Finance, Business Studies or a professional qualification such as CIMA, CA, ACCA, CPA or CIS.
- A post graduate management qualification is an added advantage
- Knowledge of SAP is a prerequisite.
- At least five years working in an accounting environment at supervisory or management level in a large organization.
- A Clean Class 4 driver's license.

REGIONAL FINANCE & ADMINISTRATION MANAGER – FINANCE & ADMIN (3 POSTS)

Email Subject Ref: Finance_Admin_Manager_HCA08.11.2020

Duties and Responsibilities

- Account for all regional revenue collections and produce daily flash reports.
- Monitor bank reconciliation and revenue analysis on a daily basis.
- Process refunds and other revenue related payments
- Prepare the Authority's regional expenditure budgets through coordinating submissions by all regional stations.
- Maintain all moveable and immovable assets and update registers
- Ensure sound creditors/debtors management system for internal and external creditors/debtors.
- Effectively utilize the Performance Management System for the training & development of regional staff as well as achievement of sectional and Authority goals.
- Provides day-to-day business systems support for Revenue accounting systems.
- Identifies training needs and ensures staff receives training in specialized areas.
- Negotiate regional contracts with key suppliers for vehicle servicing, rented office & staff accommodation, services such as maintenance, security and cleaning
- Draw and submit the regional procurement plan for acquisition of motor vehicles, operational utilities, furniture and equipment, stationery, consumables and services such as cleaning, security, repairs and maintenance.
- Ensure that the Authority's obsolete stocks / assets are disposed in line with the Policy and Procedure.

Job Skills and Competencies

- High levels of computer literacy.
- Ability to identify and drive solution processes.
- Good communication, strong interpersonal, organizational, people and time management skills.
- A team player who is innovative and analytical.
- Ability to work under immense pressure and beyond stipulated hours.
- Knowledge of SAP and Microsoft Packages.
- Good organizational, people and time management skills.
- Good communication and strong interpersonal skills.

Qualifications and Experience

- A degree in Accounting, Finance, Business Studies or equivalent or a professional qualification such as ACCA, CA, CIMA, CPA or CIS.
- Good knowledge or qualification in Administration and/or purchasing is an added advantage.
- Good knowledge of SAP FI system and ASYCUDA systems is a prerequisite.
- Good knowledge of IFRS and IAS is key.
- Good analytical skills and high levels of efficiency and performance on the job.
- At least 5 years' experience in a revenue accounting environment
- A Clean Class 4 driver's license

MANAGER RECORDS & INFORMATION MANAGEMENT – FINANCE & ADMIN (1 POST)

Email Subject Ref: [Manager_Records_Information_HCA08.11.2020](#)

Duties and Responsibilities

- Evaluating existing systems in the organization and other similar systems on the market in order to come up with specifications for a new records management system
- Establishing a new integrated and automated records management system for the organization.
- Take up project management responsibilities in leading the transition from paper to electronic record-keeping through implementing the SAP Document management module.
- Ensure that financial, legal or administrative requirements and regulations related to records management are complied with.
- Dealing with enquiries and requests for information from both internal and external clients
- Ensuring that data is protected
- Classifying and indexing records
- Disposal of records or archiving finished data/records
- Appraisal of records in both paper and electronic records environments
- Ensuring that records are easily accessible when needed

- Providing training to staff who require access or have responsibility for maintaining records.
- Manage the records budget and ensuring that the expenditure is within the budget.
- Effectively utilize the Performance Management System for the training and development of staff as well as achievement of sectional and organisational goals.
- Writing Reports and Publications

Job Skills and Competencies

- Strong ICT and electronic records management skills
- High degree of confidentiality
- Knowledge of the National Archives of Zimbabwe (NAZ) Act and related records & information management legislation
- Knowledge of evolving international best standards and trends in records and information management
- Good human skills
- Meticulousness
- Capable of prioritising
- Good problem-solving and decision making skills
- Good analytical, administrative and organisational skills
- Ability to communicate at all levels including influencing skills, especially when requiring colleagues to hand over records or to use the systems correctly

Qualifications and Experience

- A degree in Information Sciences/ Records Management or equivalent.
- A postgraduate qualification in a records, archives and/ or information management area is an added advantage.
- At least five (5) years working experience in a records environment at supervisory level or above.
- Experience in electronic records environment is an added advantage.
- Clean Class 4 Driver's License
- Accreditation or membership to a records and information management association is an added advantage
- 5 O 'levels including English Language and Mathematics

QUANTITY SURVEYOR – INFRASTRUCTURE DEVELOPMENT (1 POST)

Email Subject Ref: Quantity_Surveyor_HCA08.11.2020

Duties and Responsibilities

- Preparation of Capital Expenditure budgets for construction projects
- Preparation of tender and contract documents
- Analyse tenders and preparation of technical tender reports
- Supervise the execution of construction projects in line with the project timelines.
- Monitor project implementation and report on progress.
- Makes recommendations for payments to material suppliers, contractors and consultants
- Responsible for the administration of Authority's construction contracts
- Providing advice on contractual claims
- Assisting in the preparation of departmental and divisional plans.
- Implement performance management system and carry out performance reviews for staff.
- Any other duties as may be assigned by the Head of Construction Projects.

Job Skills and Competencies

- Must have a solid understanding of construction technology and industry related regulations.
- Knowledge of Public Procurement and Disposal of Public Assets Act
- 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 Quantity Surveying or equivalent.
- Project Management qualification is an added advantage.
- At least five (5) years postgraduate experience in a quantity-surveying environment.

- Clean Class 4 driver's license

CIVIL ENGINEER – INFRASTRUCTURE DEVELOPMENT (1 POST)

Email Subject Ref: Civil_Engineer_HCA08.11.2020

Duties and Responsibilities

- Preparation of Civil and Structural designs and tender documents
- Preparation of projects plans and schedules
- Preparation of Bills of Quantities
- Analyse tenders and preparation of technical tender reports
- Inspect project sites to monitor progress and ensure conformance to design specifications and standards.
- Monitor project implementation and report on progress.
- Providing technical advice on designs and related matters
- Assisting in the preparation of departmental and divisional plans.
- Implement performance management system and carry out performance reviews for staff.
- Any other duties as may be assigned by the Head of Construction Projects.

Job Skills and Competencies

- Must have a solid understanding of construction technology and industry related regulations.
- Knowledge of Public Procurement and Disposal of Public Assets Act
- High levels of computer literacy e.g. AutoCAD, 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 Civil and Water Engineering or equivalent.
- Membership with the Zimbabwe Institute of Engineers is a MUST
- Project Management qualification is an added advantage.
- At least five (5) years postgraduate experience in civil engineering environment.

- Clean Class 4 driver's license

HEAD FISCAL LITIGATION (1 POST)

Email Subject Ref: Head_Fiscal_Litigation_Legal_HCA08.11.2020

Duties and Responsibilities

- Preparing and filing court processes for fiscal litigation cases on behalf of the Authority.
- Attending court to represent the Authority.
- Reviewing and validating court processes prepared by legal officers for filing in all fiscal litigation processes in all courts on behalf of the Authority.
- Managing and supervising legal officers and staff that report to the Head.
- Recommending appropriate cases for outsourcing to external lawyers and monitoring performance of external lawyers.
- Managing all administrative aspects that pertain to the Fiscal Litigation section.
- Performing the Director Legal Services' duties in her absence.
- Performing any other duties as may be assigned by the Director Legal Services.

Job Skills and Competencies

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

Qualifications and Experience

- Bachelor of Laws Honours' Degree (LLBS).
- A Masters' degree is an added advantage.
- At least five (5) years working experience in a litigation environment, three (3) of which must be in litigating fiscal cases.
- Knowledge of Zimbabwean Taxes and Customs laws.
- Computer literacy is a requirement.
- Clean class 4 driver's licence.

MONITORING & EVALUATION ANALYST – STRATEGY, RESEARCH & INNOVATION (2 POSTS)

Email Subject Ref: [Monitoring_Evaluation_Analyst_HCA08.11.2020](#)

Duties and Responsibilities

- Assessing and validating Project business plans regarding resource estimates (e.g. people, budgets and timelines) and ensure synergy between Projects.
- Consolidating individual Project Plans and prepare the Implementation Plan including priorities, key milestones and performance objectives and indicators.
- Following up and monitoring implementation of projects and take appropriate action to ensure company objectives are met.
- Managing the project request tracker and continuously flagging urgent matters and critical success factors that will be off-track.
- Monitoring and managing the project risk and change requests
- Providing advice to Project Owners and Project Team Leaders on all issues relating to the design and implementation of Projects.
- Consolidating regular progress reports; give relevant and regular M&E feedback to key stakeholders for decision-making.
- Conducting research and benchmark exercises on modernisation and provide advice on project management to technical teams.
- Training and mentoring Project Managers on project issues with the aim of continuously raising skills and expertise.
- Conducting field visits for capacitating supervision and monitoring of scheduled activities, ensuring quality in data collection.
- Any other duties as assigned by the Head Monitoring and Evaluation

Job skills and Competencies

- Knowledge of project management, monitoring and evaluation methodologies and principles.
- Ability to collect, compile and analyse data and prepare comprehensive reports.
- High levels of computer and report writing skills.
- Strong analytical skills
- Excellent training and M&E capacity building skills.
- Self-starter with ability to work independently and as part of a team.
- Good organizational, people and time management skills.

- Good interpersonal and communication skills.
- Unquestionable integrity.

Qualifications and Experience

- BSc Degree in Commerce, Social Science/ or any projects related degree.
- A relevant postgraduate qualification in Monitoring and Evaluation or Project Management.
- Project management certification (PMP, PRINCE2, PMBOK, AGILE Projects) an added advantage.
- MBA/Master's degree in Social Sciences/Project Management is an added advantage.
- Minimum of 4 years Professional experience in Monitoring & Evaluation and Project Management.
- Experience in Customs and Tax administration an added advantage.
- Clean Class 4 driver's license.

ORGANISATION & METHODS ANALYST – STRATEGY, RESEARCH & INNOVATION (2 POSTS)

Email Subject Ref: [Organization_Methods_Analyst_HCA08.11.2020](#)

Duties and Responsibilities

- Development of structures, objectives, strategies and plans aimed at achieving client satisfaction and the efficient use of organisation's resources.
- Analysing and evaluating current systems and structures and advising of departures from procedures and standards.
- Assessing and analysing organisation's work flow charts, records, reports, manuals and job descriptions.
- Preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organisational problems.
- Implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation
- Conducting research and data analysis in relation to the alignment and success of organisational goals.
- Developing and implementing management and employee development programs that support the organization's succession plan.

- Evaluating consulting interventions by identifying the impact on organizational effectiveness and performance improvement.
- Generating new ideas to meet business needs and develop solutions to organisational problems.
- Any other duties as assigned by the Head Monitoring and Evaluation.

Job skills and Competencies

- Strong understanding of business process re-engineering, industry standards and tools.
- Presentation and project management skills.
- Excellent written, verbal and interpersonal communication skills.
- Strong negotiation skills
- High levels of computer and report writing skills.
- Demonstrable initiative to analyse and resolve problems quickly and efficiently.
- Knowledge of Organizational Development theory, preferred.
- Unquestionable integrity. .

Qualifications and Experience

- Bachelor's degree in Business Administration/Economics/Human Resources Management/Psychology, or other relevant behavioural sciences.
- MBA/Master's degree in Strategic Management, Human Resources Management/Applied behavioural Sciences is an added advantage.
- Minimum of 4 Years professional experience in change management, and project management.
- 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 **13 November 2020**. All applications should be emailed to ZimraRecruitment@zimra.co.zw clearly stating the provided **E-mail Subject Reference** as the email subject for the position applied for; and addressed to:

**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.



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