



VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill in the following position that has arisen within the Zimbabwe Revenue Authority (ZIMRA) - an equal opportunity employer. **Candidates who had earlier submitted applications for this post are advised not to re-submit.**

DIRECTOR HUMAN CAPITAL, LEVEL 3

REPORTING TO: COMMISSIONER GENERAL

Duties and Responsibilities

- Provide direction and manage the Human Capital (HC) function, to ensure efficiency in the Authority's role as a revenue collector and trade facilitator.
- Contribute towards the development, implementation and monitoring of HC Management strategies that complement the ZIMRA business strategy.
- Develop reward management strategies to support the achievement of the Authority's vision and mission.
- Oversee the development and implementation of HC policies and procedures.
- Give guidance to both management and staff in the correct application and interpretation of HC policies and procedures.
- Ensure the implementation of the Performance Management System adds value to the operations of the Authority.
- Develop and coordinate HC development programs aligned to the overall strategy of the organisation.
- Ensure a stable industrial relations atmosphere within the Authority.
- Promote and monitor best practice in the development and application of HC practices.
- Lead the organisation in the development and harnessing of HC analytics to inform business decisions.
- Ensure complete digitalisation of all strategic HC processes and systems in line with the organisation's strategy.
- Manage the HC value chain to ensure risk is reduced for the organisation.

Qualifications and Experience

- A First degree in social sciences, human resources or commercial field.
- A Master's degree in social sciences, human resources or commercial field is an added advantage.
- Knowledge of SAP will be an added advantage.
- At least 10 years working experience of which five (5) are at senior management level.

Required Competencies

- A verifiable track-record of implementing successful HC interventions.
- A verifiable track-record of building sustainable working relationships with both the board, management and staff.
- A verifiable track-record of ethical conduct.
- A verifiable record of accomplishment providing insightful reports to management, board and other key stakeholders.
- A verifiable record of accomplishment making policy recommendations backed by data and credible evidence.
- A leadership style that engenders a collaborative team atmosphere within the Authority.
- Techno savvy.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by **23 December 2020**. All applications should be emailed to ZimraRecruitment@zimra.co.zw clearly indicating your **E-mail Subject Reference as Director Human Capital** and addressed to:

**Commissioner General
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.