



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.

HEAD FISCAL LITIGATION, LEGAL SERVICES – LEVEL 5 (1 POST)

Duties and Responsibilities

- Prepare and filing court processes for fiscal litigation cases on behalf of the Authority.
- Attend court to represent the Authority.
- Review and validate court processes prepared by legal officers for filing in all fiscal litigation processes in all courts on behalf of the Authority.
- Manage and supervise legal officers and staff that report to the Head.
- Recommend appropriate cases for outsourcing to external lawyers and monitor performance of external lawyers.
- Manage all administrative aspects that pertain to the Fiscal Litigation section.
- Conduct any other duties as may be assigned.

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 litigation.
- Knowledge of fiscal litigation is a distinct advantage.

- Knowledge of Zimbabwean Customs and Taxes laws is an added advantage.
- Computer literacy is a requirement.

WORKFORCE PLANNING SPECIALIST, HUMAN CAPITAL – LEVEL 7 (1 POST)

Duties and Responsibilities

- Use organisational performance indicators to forecast workforce requirements both in the short and long term.
- Develop scientific-based remuneration models.
- Collect and analyse data for purposes of building models that support divisional and organisational strategy.
- Develop models to link HR data to performance and inform strategic decision making.
- Develop models to assess the effectiveness and business impact of all Human Resources interventions.
- Provide ongoing support to managers around the understanding and use of workforce modelling tools and techniques in the development of workforce plans.
- Apply scientific and statistical tools to the management of all facets of Human Resources e.g. remuneration, benefits, staff turnover and employee engagement.
- Develop productivity measurement and performance enhancement tools.

Job Skills and Competencies

- Proven ability to strategically frame workforce statistics, data and trends analysis, forecasting and developing workforce plans.
- Familiarity with data management in ERP systems.
- Ability to work under pressure.
- Confident communicator and presenter.
- Ability to work both independently and as part of a team.
- Unquestionable integrity.

Qualifications and Experience

- Degree in Human Resources, Public Administration or relevant Social Sciences.
- A qualification in Statistics / Applied Mathematics or Operations Research is a prerequisite.
- A minimum of 4 years related practical experience in HR data management or public sector.

SENIOR EMPLOYEE RELATIONS OFFICER, HUMAN CAPITAL – LEVEL 8 (4 POSTS)

Duties and Responsibilities

- Monitor and reports on the employee relations climate within the region.
- Recommend specific employee relations policy and procedure reviews to ensure compliance with labour laws.
- Identify employee relations training needs for all staff and facilitate / conduct training.
- Conduct station visits for on-the-spot dispute resolutions.
- Facilitate organisational communication through internal structures such as Station, Regional and National Works Council meetings.
- Monitor compliance with the dispute settlement instruments and disciplinary procedures in labour matters within the regions.
- Provide advisory services on labour matters.
- Plan and coordinate Health, Safety and Wellness programmes.
- Secure and monitor expenditure budget for the section.
- Ensure adherence to the tenets of the Authority's performance management system within the division.
- Timeously submit periodic and adhoc reports to the section head.
- Carry out 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 Bachelor's degree in HRM / Employee Relations / Psychology or any Social Science degree.
- Diploma in Labour Relations / Conciliation and Arbitration is an added advantage.
- A Masters' degree is an added advantage.
- At least 5 years' experience in Human Resources or Employee Relations Management in a large organisation.
- Knowledge of SAP HCM is a definite advantage

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by **24 February 2021**. All applications should be emailed to ZimraRecruitment@zimra.co.zw clearly indicating the position you are applying for as your **E-mail Subject Reference** 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.

