



VACANCY NOTICE

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

COMMISSIONER CUSTOMS & EXCISE – LEVEL 2 (1 POST)

Key Responsibilities

- ❖ Provides strategic leadership to the division, with particular attention to strategies for taxation of e-commerce and formulating risk management strategies.
- ❖ Develops and implements divisional strategic and operational plans, dashboard and WCO strategic plans and initiatives.
- ❖ Develops strategies that eradicate corruption and reduce revenue leakages.
- ❖ Collaborates with ICT division on new IT-based systems that will result in automation of Customs processes, deterring tax evasion and smuggling and broadening the revenue base.
- ❖ Deals with Customs & Excise Legislation and Procedures with emphasis on bilateral, multilateral and international transit protocols and conventions.
- ❖ Ensures customisation and accurate application of international conventions and instruments to fit and enhance the Authority strategies and initiatives.
- ❖ Builds and motivates high-performance teams to fulfil the mandate of the division and the Authority.
- ❖ Develops and implements stakeholder engagement programs for effective compliance management partnerships.
- ❖ Establishes, develops and maintains strategic relationships, knowledge sharing, partnerships and collaboration between ZIMRA and multi-lateral organizations such as AfDB, ATAF, IMF, WCO, World Bank and WTO, and with regional organizations such as SADC, COMESA, ESAMI and bi-lateral relations with major trading partners.
- ❖ Promotes a good industrial climate through the timeous conclusion of disciplinary cases.
- ❖ Provides the Authority with effective leadership anchored on high ethical standards.
- ❖ Provides policy analysis and advice in revenue collection and trade facilitation.
- ❖ Integrates policies and procedures to enable corporate level integration of operations.
- ❖ Transform the business to enable continuous operations in the Covid-19 impacted environment.

Job Skills and Competencies

- ❖ Knowledge of Customs & Excise legislation and procedures with emphasis on bilateral, multilateral and international transit protocols and conventions.
- ❖ Ability to identify and drive solution processes.
- ❖ Good organizational, people and time management skills.
- ❖ Excellent leadership, decision making, stakeholder engagement and critical thinking skills.
- ❖ Proven blemish-free integrity record.

Qualifications and Experience

- ❖ A degree in Accounting/ Economics/ Commerce/ Business Studies/ Fiscal Studies/ Business Management/ Social Studies or equivalent.
- ❖ A Masters' degree or equivalent postgraduate commercial qualification.
- ❖ At least 7 years' experience in a Customs & Excise and or Domestic Taxes environment in a senior managerial grade.
- ❖ Experience in organizational management or other aspects of public administration would be an added advantage.
- ❖ Expert knowledge of ASYCUDA World and or SAP is a pre-requisite.

HEAD CORPORATE RISK & COMPLIANCE – Level 4 (1 POST)

Duties and Responsibilities

- ❖ Establishes and quantifies the organisation risk appetite' and ensures the risk approach is aligned.
- ❖ Develops, maintains and updates risk governance framework in consultation with management.
- ❖ Assists management with risk identification, assessment and development of response strategies.
- ❖ Collates, aggregates, analyzes and interprets the results of risk assessments to extract risk intelligence.
- ❖ Communicates the Risk Management and Business Continuity Plans (BCP) frameworks to all stakeholders and monitoring implementation.
- ❖ Continually drives for enhanced efficiency and client service in all risk and compliance processes.
- ❖ Coordinates risk orientation, risk assessment and action plans.
- ❖ Develops a combined risk-based assurance plan with other assurance givers such as the Office of the Auditor-General.
- ❖ Develops, manages and refines qualitative and quantitative risk reporting which meets the needs of the Board, to support effective decision-making (including reporting risk intelligence to Management and the Risk Management Committee).

- ❖ Ensures compliance with regulatory obligations whilst taking a practical approach to risk-based challenges and offer appropriate solutions.
- ❖ Assesses divisional BCPs for adequacy and comprehensiveness and ensuring that they are in sync with the Authority's BCP.
- ❖ Ensures lines of business have risk capacity both in personnel and risk systems.
- ❖ Ensures senior management remain informed of regulatory, legislative and best practice changes and their obligations under these changes.
- ❖ Monitors and reviews activities undertaken by departments and identify areas of improvement focusing on the Authority's risks across functions.
- ❖ Manages the successful delivery of compliance projects ensuring technical excellence and a practical / business-driven approach.
- ❖ Partners effectively with third parties, regulatory bodies and others, as appropriate and serving as a role model for high personal and corporate ethical values and standards of integrity.
- ❖ Prepares long-range divisional strategic plan, annual operational plan and annual financial budget for the Enterprise Risk Management portfolio embedding a positive culture of confident and informed risk-taking and disaster preparedness through education and training, communication and promotion of the agreed risk framework.
- ❖ Works closely with key stakeholders to understand the business requirement for projects and develop effective working relationships during project implementation.
- ❖ Transform the business to enable continuous operations in the Covid-19 impacted environment.

Job Skills and Competencies

- ❖ Ability to produce and present effective presentations and training sessions.
- ❖ Experience to influence behaviours at all levels of the organisation.
- ❖ Good analytical, report writing and communication skills.
- ❖ A high degree of computer literacy and data manipulation for risk profiling.
- ❖ Highly professional with thorough knowledge of Risk Management and Audit techniques.
- ❖ Must be able to demonstrate a broad technical knowledge and expertise covering the conduct of business matters, corporate governance matters and regulatory risk and change matters.
- ❖ A practical and commercial approach to problem-solving.
- ❖ Proven track record of delivering enhancements to process efficiency.

Qualifications and Experience

- ❖ Degree in Business Studies, Risk Management, Accounting, Auditing, Fiscal Studies, Finance or Economics or equivalent.

- ❖ Professional qualification e.g. CIA, CRMA, CISA, Risk Management Certificate.
- ❖ Postgraduate degree an added advantage.
- ❖ At least 5 years relevant post-graduate experience of which three years should be at managerial level.
- ❖ Knowledge of Customs and Taxes business systems, rules and regulations is an added advantage.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by **30 March 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 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.

