



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 STRATEGY & INNOVATION – LEVEL 5 [1 POST]

Duties and Responsibilities

- ❖ Spearhead the formulation, implementation and monitoring of the organization's strategic plans;
- ❖ Facilitate the cascading down of the Authority's strategies from corporate level down to divisions, sections, stations and individuals;
- ❖ Strategy analysis – continuous critical analysis of strategy and ensuring that organisational goals are properly inter-connected, synchronised, compatible and mutually supportive and thus avoiding the possibility of having divisions working at cross-purpose with each other;
- ❖ Continuously carry out external / internal environment analysis and recommend strategic interventions in line with the changes in the operating environment;
- ❖ Ensure that the basic organisational purpose or mission is well defined and recommend modifications as circumstances change;
- ❖ Contribute in the formulation of organisational policies that will ensure smooth operations of the Authority;
- ❖ Coordinate and report to planned strategic and adhoc planning conferences and workshops;
- ❖ Facilitate the implementation of the Authority's Integrated Results Based Management (IRBM) performance management system;
- ❖ Evaluate and recommend major strategic interventions linked to the Authority's Corporate Plan;
- ❖ Facilitate feedback and follow-up on strategic initiatives, tasks and assignments given to divisions, committees and individuals to ensure that strategic goals are met;
- ❖ Monitor and evaluate the Authority's strategic performance and recommend strategic intervention to improve performance;
- ❖ Prepare monthly, quarterly, annual and adhoc organisational strategy performance reports;

- ❖ Facilitate effective and timely communication of the Authority's strategy to both internal and external stakeholders;
- ❖ Develop and implement of the Authority's new innovation hub;
- ❖ Harness innovation ideas from both internal and external stakeholders and develop them into new solutions for the Authority;
- ❖ Coordinate and ensure the successful implementation of the Authority's Change Management programs;
- ❖ Ensure adherence to the tenets of the Authority's Performance Management System within the section and;
- ❖ Manage the section's resources both human and financial as well co-ordinating the budget process for the Strategy & Innovation Unit.

Job Skills and Competencies

- ❖ Good presentation and analytical skills;
- ❖ Ability to work independently and as part of a team;
- ❖ Ability to identify and drive solution process;
- ❖ Ability to communicate effectively in written and spoken English;
- ❖ Should have thorough knowledge of controls and good corporate governance techniques;
- ❖ Should have high levels of computer literacy;
- ❖ Good organisational and time management skills;
- ❖ Strong inter-personal skills and;
- ❖ Self-starter who can work under pressure.

Qualifications and Experience

- ❖ A first degree Business Studies, Strategic Management, Economics, Operations Research, Finance or any other related business / science degree;
- ❖ A Master's degree in Business Administration, Strategic Management, Economics, Operations Research, Finance or equivalent is a MUST;
- ❖ At least three (3) years working experience in a strategic planning environment at management level;
- ❖ Knowledge of Performance Management Systems such as the Balanced Scorecard and / or IRBM is an added advantage and;
- ❖ Knowledge of SAP is an advantage.

MANAGER RESEARCH & DEVELOPMENT ADVISORY SERVICES – LEVEL 7 [2 POSTS]

Duties and Responsibilities

- ❖ Provide advice on fiscal policy matters;
- ❖ Conduct revenue analysis, forecasting and reporting;
- ❖ Analyse impact or effects of public, fiscal and monetary policies or some events on revenue collection;
- ❖ Conduct high impact research and edit research papers;
- ❖ Compile revenue statistics, maintain databases and manage dissemination of data and research work;
- ❖ Participate in the formulation of the strategic, divisional and sectional work plans;
- ❖ Research and compile budgetary issues for submission to parent Ministry and participate in pre-Budget consultations and meetings;
- ❖ Prepare position papers on specific fiscal reform issues;
- ❖ Ensure adherence to the tenets of the Authority's Performance Management System within the section and;
- ❖ Participate in the organisation's interface with local, regional and international stakeholders and;

Job Skills and Competencies

- ❖ Strong research & evidence gathering skills;
- ❖ Strong computer skills particularly MS Excel;
- ❖ Critical thinking and analytical skills;
- ❖ Team player who can actively participate in and coordinate successful teams;
- ❖ Exceptional oral and written skills;
- ❖ Innovative and passionate to support organisational transformation;
- ❖ Ability to work under pressure and beyond stipulated hours and;
- ❖ Unquestionable integrity.

Qualifications and Experience

- ❖ A Degree in Accounting, Business Studies, Data Science, Economics, Finance, Fiscal Studies, Mathematics, Operations Research, Statistics, Taxation or equivalent;
- ❖ A Master's Degree in relevant fields;

- ❖ Good background knowledge in taxes and customs procedures and legislations or experience in a fiscal policy environment;
- ❖ Good understanding of econometrics or financial programming;
- ❖ Experienced with at least one econometrics/statistical software and;
- ❖ At least five (5) years working experience at supervisory level.

STATISTICIAN – LEVEL 9 [2 POSTS]

Duties and Responsibilities

- ❖ Design and implement effective data gathering and analysis tools;
- ❖ Gather, analyse and interpret data on revenue and other relevant economic variables;
- ❖ Perform data analytics, conduct qualitative and quantitative research on revenue flows in order to support evidence based policy advice;
- ❖ Forecast revenue on an annual, quarterly, monthly, weekly and daily basis;
- ❖ Analyze revenue performance and produce reports for different stakeholders;
- ❖ Produce high impact research, opinion and advisory papers;
- ❖ Produce, track and share current tax administration issues locally, regionally and internationally;
- ❖ Develop and maintain relevant databases;
- ❖ Participate in data collection and analysis for relevant stakeholders;
- ❖ Adhere to the tenets of the Authority's Performance Management System within the section and;
- ❖ Draft risk management and performance management reports and;

Job Skills and Competencies

- ❖ Strong research and evidence gathering skills;
- ❖ Critical thinking and analytical skills;
- ❖ Team player and Innovative;
- ❖ Strong Computer skills particularly MS Excel;
- ❖ Exceptional oral and written skills and;
- ❖ Ability to work under pressure and beyond stipulated hours.

Qualifications and Experience

- ❖ A degree in Statistics, Mathematics, Operations Research, Data Science or equivalent,
- ❖ Completed or studying towards a Master's Degree in the relevant field,
- ❖ A good appreciation of ZIMRA operations;
- ❖ Experience in collecting, interpreting and organizing data;
- ❖ Experience with at least one Statistical Software or programming language and;
- ❖ Strong written and verbal communication skills with technical writing skills.

RESEARCH ANALYST – LEVEL 9 [6 POSTS]

Duties and Responsibilities

- ❖ Use economic and business knowledge to solve problems affecting revenue collection;
- ❖ Perform qualitative and quantitative research on revenue data and other economic variables and advise on appropriate fiscal reform measures;
- ❖ Analyze fiscal and monetary policies or any other notable event and infer their impact on revenue collection;
- ❖ Forecast revenue collection targets for specific future periods (weekly, monthly, quarterly and annual);
- ❖ Analyse revenue performance and produce revenue reports for different stakeholders;
- ❖ Produce high impact research, opinion and advisory papers;
- ❖ Produce, track and share current tax administration issues locally, regionally and internationally;
- ❖ Develop and maintain relevant databases;
- ❖ Collect, analyze and disseminate statistics as requested by stakeholders;
- ❖ Adhere to the tenets of the Authority's Performance Management System within the section and;
- ❖ Draft risk management and performance management reports;

Job Skills and Competencies

- ❖ Strong research and evidence gathering skills;
- ❖ Critical thinking and analytical skills;
- ❖ Strong Computer skills particularly in MS Excel;

- ❖ Team player and innovative;
- ❖ Exceptional oral and written skills and;
- ❖ Ability to work under pressure and beyond stipulated hours.

Qualifications and Experience

- ❖ A degree in Accounting, Business Studies, Data Science, Economics, Finance, Fiscal Studies, Law, Mathematics, Project Management or equivalent;
- ❖ A Master's degree in the relevant field is an added advantage;
- ❖ A minimum of three (3) years' experience in a fiscal / economics environment.
- ❖ Analytical skills, strong written and verbal communication skills and;
- ❖ Experience with Stata, Eviews or other econometrics software.

TRAINING OFFICER, SOFTSKILLS – LEVEL 9 [2 POSTS]

Duties and Responsibilities

- ❖ Plan, design, conduct and evaluate training programmes and carry out Training Needs Analysis in the Authority in consultation with divisional heads;
- ❖ Contribute to the Authority's Organisational Development strategy to improve overall organizational performance and effectiveness;
- ❖ Assist in fostering engagement and change management to support the achievement of the Authority's desired culture and behaviours;
- ❖ Participate in the effective implementation and on-going value delivery of Organizational Development related development;
- ❖ Facilitate the implementation of the Authority's Integrated Results Based Management (IRBM) performance management system;
- ❖ Collaborate with key other Human Capital sections and other divisions to ensure that Organizational Development needs are identified and addressed;
- ❖ Design, deliver and evaluate learning and development interventions;
- ❖ Regularly undertake research and development in relation to organizational development, including horizon scanning of upcoming good practice;
- ❖ Benchmark with other institutions to add value to or improve ZIMRA's internal Organizational Development services;
- ❖ Coordinate delivery of training and development programmes by external service providers and;
- ❖ Adhere to the tenets of the Authority's Performance Management System within the section.

Job Skills and Competencies

- ❖ Ability to work under pressure;
- ❖ Ability to communicate at all levels;
- ❖ High level of computer literacy;
- ❖ Appreciation of any performance management tool(s).
- ❖ Ability to work both independently and as part of a team and;
- ❖ Unquestionable integrity.

Qualifications and Experience

- ❖ A degree in Business Administration / Business Management / Business Studies / Human Resources Management / Social Science / Sociology or equivalent;
- ❖ At least five (5) years' experience in the Organisational Development and Training field;
- ❖ An MBA / MSc or equivalent is an added advantage;
- ❖ A Training Diploma is a distinct advantage
- ❖ Knowledge of Performance Management Systems such as the Balanced Scorecard and / or IRBM is an added advantage and;
- ❖ Knowledge of SAP is an added advantage.

HUMAN CAPITAL ASSISTANT – LEVEL 12 (5 POSTS)

Key Responsibilities

- ❖ Timeously maintain and update staff manual and electronic records.
- ❖ Ensure proper interpretation and implementation of the Labour Act and related policies and procedures;
- ❖ Engage stakeholders and potential stakeholders for improved service delivery.
- ❖ Identify potential occupational hazards at workstations and take corrective action.
- ❖ Conduct Exit Interviews.
- ❖ Organize and attend staff meetings and provide secretarial services during meetings as required;
- ❖ Adhere to the tenets of the Authority's Performance Management System within the section and;
- ❖ Compile periodic reports for submission to the regional office.

Job Skills and Competencies

- ❖ Ability to clearly and concisely interpret Human Resources regulations and procedures;
- ❖ Self-starter with ability to work under pressure and beyond stipulated hours;
- ❖ SAP HCM knowledge will be a distinct advantage;
- ❖ Good communication, interpersonal, organisational and time management skills;
- ❖ Good report writing and minute taking skills and;
- ❖ Unquestionable integrity.

Qualifications and Experience

- ❖ A degree in Human Resources Management (HRM) or any other relevant Social Science degree;
- ❖ At least one-year relevant practical exposure in a large organization and;
- ❖ Knowledge of SAP HCM is a distinct advantage.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by **24 April 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.

