

VACANCY NOTICE

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

BOARD SECRETARY, CORPORATE SERVICES AND INTERNATIONAL AFFAIRS - LEVEL 4 (1 POST)

Responsibilities:

- Formulates strategic direction and vision of the division
- Manages all matters pertaining to the Board
- Develops the corporate services strategy
- Participates in the formulation and integration of the corporate strategies and plans annually
- Participates in executive management meetings, takes decisions and ensures deployment and implementation of the same within the division
- Performs secretarial duties to the Revenue Authority Board, and any other committees which may be put in place from time to time
- Performs quality control of minutes and reports for standing and ad hoc committees.
- Prepares the Commissioner General's report to the Board and Ministry of Finance and Economic Development
- Prepares Board Chairman's foreword and Commissioner General's statement to the corporate plan
- Reviews Board Chairman and Commissioner General's speeches required from time to time
- Administer Board and Board Sub-Committees Secretariat Functions
- Assist the Chairperson and Commissioner General to determine the annual Board plan and the administration of other issues of a strategic nature at Board level
- Plan and design the Board meeting agenda and prepare meeting packs in consultation with the Commissioner General and ensure they are couriered to the Board members
- Plan and design the Sub Committee agendas and prepare meeting packs for distribution to the committee members
- Attend Board meetings and committees of the Board
- Track and monitor performance of subordinates and address any areas of non-performance
- Facilitates appropriate training/induction for new Board members and follow up on new appointments with the Ministry of Finance and Economic Development
- Oversee the corporate services section of the organisation
- Approves the budget and plan for hosting of corporate events and monitor implementation of the same
- Provides leadership to the Corporate Communications and International Affairs sections
- Approves corporate social responsibility plans and budgets and monitors their implementation
- Makes recommendations on appropriate staffing levels for the division when required
- Interfaces with Government ministries, parastatals and other stakeholders representing ZIMRA on behalf of the Commissioner General
- Attends to internal and external audit issues, maintaining the divisional risk register and monitoring compliance with radiation safety on hardware and equipment
- Any other duties that may be assigned by incumbent's superiors

Qualifications:

- Bachelor of Laws Honours degree (LLBS) or equivalent
- 7 years post admission
- Proven experience in Board Secretariat functions within the public sector entity
- An MBA/LLM will be an added advantage
- Clean class 4 driver's licence is a prerequisite

Other Attributes:

- Ability to work both independently and as part of a team
- Excellent negotiation and communication skills
- Good interpersonal skills
- Self-starter with ability to work under pressure and beyond stipulated hours
- Unquestionable integrity

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by not later than **21st September 2017**, in envelopes clearly marked indicating the position being applied for.

Applications should be addressed to:

The Deputy Director Human Resources and Human Capital Development
Zimbabwe Revenue Authority
 6th Floor ZB Centre
 Cnr. First Street/Kwame Nkrumah Avenue
 P.O. Box 4360
 HARARE

Please note that only shortlisted applicants will be responded to.



VACANCY NOTICE

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

CHIEF LOSS CONTROL MANAGER LEVEL 4 (1 POST)

Responsibilities:

- Provides leadership to the loss control strategic plan
- Manages and investigates internal breaches of internal controls and regulations.
- Advises and acts on cases and schemes of corruption that affect and influence revenue collection.
- Oversees the operations of the Loss Control function in line with policies and guidelines of the Authority.
- Formulates and reviews Loss Control strategies and policies for the Authority.
- Co-ordinates and manages the security vetting processes.
- Liaises with other security and law enforcement agents for intelligence and support.
- Conducts research on best practices for Loss Control operations, policies and procedures and recommends measures to plug revenue leakages.
- Ensures that assets are protected from all types of damage and loss across the Authority.
- Plans, develops and implement security plans, security programs such as Emergency Response and Crises Management, Physical Security, Incident Management and/or Investigation.
- Ensures proper deployment of loss control resources and technology.
- Keeps abreast with legislative requirements (e.g Criminal Procedure and Evidence Act and other Statutes) and its impact on Loss Control functions and the Authority
- **Any other duties that may be assigned to the incumbent**

Qualifications:

- Relevant first degree in Risk Management, Economics, Business Administration or Commerce
- A Masters of Business Administration / MBL/Fiscal Studies or MSc in relevant field is an added advantage
- A minimum of five (5) years working experience in loss control systems management, security or auditing at managerial level in a reputable organization.
- High levels of computer literacy.
- High levels of analytical skills.
- Knowledge of computer applications in fraud and risk.
- Knowledge of customs, excise and tax legislation, procedures and practices *is* an added advantage.
- Clean class 4 driver's licence is a prerequisite.

Other Attributes:

- Ability to work with minimum supervision.
- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to conduct crime and fraud investigations including use of forensic science.
- Good communication and people skills.

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VACANCY NOTICE

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

DIRECTOR - ICT & PROJECTS - LEVEL 3 (1 POST)

Responsibilities:

- Formulates Information and Communication Technology (ICT) management policies and strategies for the Authority
- Manages the capital and recurrent ICT budget, identifying other forms of financing concessions for the development of the Authority's ICT
- Supports the Commissioner General in the provision of technical support in ICT
- Conducts research on best practices for the Commissioner General and the ZIMRA Board on operational policies and procedures, giving guidance on their interpretation
- Periodically issuing bulletins on the best use of technology inside and outside the Authority.
- Monitors all contract agreements supporting the ZIMRA Board through the relevant committees on issues concerning ICT
- Attends to internal and external audit issues, maintaining the divisional risk register and monitoring compliance with radiation safety on hardware and equipment
- Monitors and facilities systems uptime, providing guidance in the execution of all ICT projects and ensuring full system utilisation across the Authority
- Providing leadership to the ICT Division while developing staff and management competencies ensuring succession planning and representing the Authority in employee relations engagement including at NEC and CBN forums
- Manages the capital and recurrent infrastructure budget, and providing options of financing concessions for the development of the Authority's infrastructure
- Formulates and implements engineering and infrastructure management policies and strategies for the Authority
- Ensures that Authority assets are secure from internal and external intrusions
- Interfaces with government ministries parastatals and other, stakeholders representing ZIMRA on behalf of the Commissioner General
- Supports the Commissioner General in the provision of technical support in Infrastructure Development for the Government of Zimbabwe with strategic agencies such as Immigration, Office of the President and Cabinet and the Construction Industry in Zimbabwe.
- Provides guidance and leadership in the Planning, Execution, and Maintenance of all Infrastructure projects
- Any other duties that may be assigned by incumbent's superiors

Qualifications:

- BSc Honours Degree in Computer or Mechanical Engineering or Electrical, or any related Discipline.
- An MBA/ MBL/ MSc in ICT, Engineering degree or related fields will be an added advantage.
- High levels of computer literacy.
- At least seven (7) years working experience in an engineering/ projects or ICT environment at senior management position in a reputable organization.
- High levels of analytical skills.
- Knowledge of Enterprise ICT and Engineering Solutions/Applications such as SAP will be an added advantage.
- Clean class 4 driver's licence is a prerequisite.

Other Attributes:

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

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