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Celebrating 20 years of service

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:

MONITORING & EVALUATION ANALYST – STRATEGY, RESEARCH & INNOVATION LEVEL 9 (1 POST)

Duties and Responsibilities

- ❖ Assessing and validating Project business plans regarding resource estimates (e.g. people, budgets and timelines) and ensure synergy between Projects.
- ❖ Consolidating individual Project Plans and prepare the Implementation Plan including priorities, key milestones and performance objectives and indicators.
- ❖ Following up and monitoring implementation of projects and take appropriate action to ensure company objectives are met.
- ❖ Managing the project request tracker and continuously flagging urgent matters and critical success factors that will be off-track.
- ❖ Monitoring and managing the project risk and change requests
- ❖ Providing advice to Project Owners and Project Team Leaders on all issues relating to the design and implementation of Projects.
- ❖ Consolidating regular progress reports; give relevant and regular M&E feedback to key stakeholders for decision-making.
- ❖ Conducting research and benchmarking exercises on modernisation and provide advice on project management to technical teams.
- ❖ Training and mentoring Project Managers on project issues with the aim of continuously raising skills and expertise.

- ❖ Conducting field visits for capacitating supervision and monitoring of scheduled activities, ensuring quality in data collection.
- ❖ Any other duties as assigned by the Head Monitoring and Evaluation.

Job skills and Competencies

- ❖ Knowledge of project management, monitoring and evaluation methodologies and principles.
- ❖ Ability to collect, compile and analyse data and prepare comprehensive reports.
- ❖ High levels of computer and report writing skills.
- ❖ Strong analytical skills
- ❖ Excellent training and M&E capacity building skills.
- ❖ Self-starter with ability to work independently and as part of a team.
- ❖ Good organizational, people and time management skills.
- ❖ Good interpersonal and communication skills.
- ❖ Unquestionable integrity.

Qualifications and Experience

- ❖ BSc Degree in Commerce, Social Science/ or any projects related degree.
- ❖ A relevant postgraduate qualification in Monitoring and Evaluation or Project Management.
- ❖ Project management certification (PMP, PRINCE2, PMBOK, AGILE Projects) an added advantage.
- ❖ MBA/Master's degree in Social Sciences/Project Management is an added advantage.
- ❖ Minimum of four (4) years Professional experience in Monitoring & Evaluation and Project Management.
- ❖ Experience in Customs and Tax administration an added advantage.
- ❖ Clean Class four (4) driver's license.

ORGANISATION & METHODS ANALYST – STRATEGY, RESEARCH & INNOVATION LEVEL 9 (1 POST)

Duties and Responsibilities

- ❖ Development of structures, objectives, strategies and plans aimed at achieving client satisfaction and the efficient use of organisation's resources.
- ❖ Analysing and evaluating current systems and structures and advising of departments from procedures and standards.
- ❖ Assessing and analysing organisation's work flow charts, records, reports, manuals and job descriptions.
- ❖ Preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organisational problems.
- ❖ Implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation
- ❖ Conducting research and data analysis in relation to the alignment and success of organisational goals.
- ❖ Developing and implementing management and employee development programs that support the organisation's succession plan.
- ❖ Evaluating consulting interventions by identifying the impact on organizational effectiveness and performance improvement.
- ❖ Generating new ideas to meet business needs and develop solutions to organisational problems.
- ❖ Any other duties as assigned by the Head Monitoring and Evaluation.

Job skills and Competencies

- ❖ Strong understanding of business process re-engineering, industry standards and tools.
- ❖ Presentation and project management skills.
- ❖ Excellent written, verbal and interpersonal communication skills.
- ❖ Strong negotiation skills
- ❖ High levels of computer and report writing skills.
- ❖ Demonstrable initiative to analyse and resolve problems quickly and efficiently.
- ❖ Knowledge of Organisational Development theory, preferred.

- ❖ Unquestionable integrity.

Qualifications and Experience

- ❖ Bachelor's degree in Business Administration/Economics/Human Resources Management/Psychology, or other relevant behavioural sciences.
- ❖ MBA/Master's degree in Strategic Management, Human Resources Management/Applied behavioural Sciences is an added advantage.
- ❖ Minimum of four (4) years professional experience in change management, and project management.
- ❖ Clean Class four (4) driver's license.

ICT SUPPORT SPECIALIST – ICT- LEVEL 8 (1 POST)

Duties and Responsibilities

- ❖ Adheres to change, release, incident and problem management processes and procedures
- ❖ Administers accounts and assigns privileges according to user duties in the region
- ❖ Assists in installing, configuring, diagnosing, repairing, and upgrading the Authority's PC hardware, printers and other ICT equipment while ensuring its optimal performance
- ❖ Assists the ICT Service Desk Manager to maintain work stations hardware and software, applications, printers and other hardware peripherals
- ❖ Configures and administers desktops, printer and remote station networking devices
- ❖ Co-ordinates ICT operations for the assigned region
- ❖ Participates in implementation of ICT projects across all the stations
- ❖ Perform preventive maintenance within the Region under support
- ❖ Supports development and implementation of new computer projects and new hardware installations
- ❖ System updates, software upgrades and end point rollouts and support across ZIMRA

- ❖ Troubleshoots, resolves and/ or escalates Systems queries to Service Desk Manager for technical support.

Job skills and Competencies

- ❖ Self-starter with ability to work under pressure and beyond stipulated hours.
- ❖ Good organisational, people and time management skills.
- ❖ Good judgment and problem determination and resolution skills.
- ❖ Demonstrate a customer-centric, motivated and pro-active approach to work.
- ❖ Ability to work with minimum supervision.
- ❖ A team player who is innovative and analytical.
- ❖ Unquestionable integrity.
- ❖ Good interpersonal and communication skills.

Qualifications and Experience

- ❖ BSc degree in Computer science, Information Systems or other related field or studying towards an IT degree.
- ❖ At least five (5) years' experience working in an ICT support environment.
- ❖ Experience of working with networked computing systems/windows TCP/IT networking experience;
- ❖ Knowledge of and competence in Microsoft Windows operating system and office suite

ACCOUNTING OFFICER, FINANCE LEVEL 9 [6 POSTS]

Duties and Responsibilities

- ❖ Authorises reimbursement schedules for refunds requests.
- ❖ Produces revenue reports, daily, monthly, quarterly and annually.
- ❖ Processes refund payments for Rummage Sale related expenses.
- ❖ Processes revenue pay overs to Ministry of Finance and Economic Development.
- ❖ Carries out revenue reconciliations and analysis.
- ❖ Processes third party payments and reconciliations of the third party accounts/ledgers.

- ❖ Liaises with banks to address queries on revenue related transactions.
- ❖ Monitors mobile banking platforms and ensures all transactions are receipted in the system.
- ❖ Supervises revenue accounting staff (Cashiers and Accounting Assistants).
- ❖ Attends to revenue related queries and clears unreceipted amounts in a timely manner.
- ❖ Checks and validates Travel & Subsistence advances and claims.
- ❖ Monitors staff debtors and post journals for interest and new loans.
- ❖ Processes loan requests for settlement at the Payables Unit.
- ❖ Posts payroll and assets accounting related journals and adjustments.
- ❖ Maintains retention fund for Capital Project.
- ❖ Ensures sound creditors/debtors management system for internal and external creditors / debtors.
- ❖ Reviews operational procedures and recommend improvements.
- ❖ Monitors transactions flow on the online system platform and report any adverse changes on the system.
- ❖ Attends stakeholder periodic meetings on revenues and targets.
- ❖ Establishes a culture of excellence in the section through use of the performance management system.

Job Skills and Competencies

- ❖ Ability to work under immense pressure and beyond stipulated hours.
- ❖ Proficiency in Microsoft Excel, and SAP or ASYCUDA.
- ❖ Strong communication skills (written and verbal).
- ❖ Ability to work independently and in a team environment.
- ❖ Have strong and proficient analytical skills.
- ❖ Unquestionable integrity.

Qualifications and Experience

- ❖ A Degree in Accounting, Finance, Business Studies or equivalent; OR at least a Part C professional qualification such as ACCA / CIMA / CA / CIS / CPA.
- ❖ Knowledge of SAP or ASYCUDA World is a prerequisite.

- ❖ At least two (2) years working experience in Finance and/or Accounting environment.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by **16 February 2022**. All applications should be emailed to **ZimraRecruitment@zimra.co.zw** clearly stating the position applied for; and addressed to:

The Director, Human Capital

Zimbabwe Revenue Authority

6th Floor ZB Centre

Corner First Street / Kwame Nkrumah Avenue

P. O. Box 4360

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Please note that only shortlisted applicants will be responded to.