



VACANCY NOTICE

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

REGIONAL MANAGER, DOMESTIC TAXES – LEVEL 4 (2 POSTS)

Key Responsibilities

- Manage the regional operations to ensure the collection of tax revenue in accordance with the relevant laws of Zimbabwe
- Promote voluntary compliance through technical advice, training workshops and meetings
- Implement Taxes best practices such as risk management, audit and investigations and automation of Taxes processes
- Administer the regional resources to include monitoring of revenue and expenditure, monitoring of overall revenue performance against targets, preparation and monitoring of revenue targets and expenditure estimates
- Conduct appropriate research on Taxes policies and technical procedures and make recommendations for improvement
- Submit monthly written reports to the Commissioner, Domestic Taxes on operations of the region
- Disseminate laws and regulations to all stations and ensure compliance
- Assist in the preparation, implementation and monitoring of the strategic and operational plans of the division
- Monitor implementation progress of regional infrastructure and facilities
- Develop a strong partnership with all stakeholders for improved operational efficiency
- Ensure that audit observations and recommendations are responded to and implemented within the given timeframe
- Promote good industrial relations and staff welfare

- Effectively utilise the Performance Management System for the achievement of sectional and organisational goals
- Approve audit plans and revenue enhancement projects for the region
- Administer risk management and manage business continuity plan

Job Skills and Competencies

- Excellent leadership abilities, decision making and critical thinking skills
- Self-starter with ability to work under pressure and beyond stipulated hours.
- Good writing and verbal communication skills to interact with various audiences.
- Innovative
- Unquestionable integrity

Qualifications and Experience

- A degree in Accounting / Economics / Commerce / Fiscal Studies / Business Studies / Business Management / Social Sciences, Full CIS or equivalent
- An MBA / MBL / MSc is an added advantage
- Thorough knowledge of Taxes Legislation and Procedures is a requirement.
- At least five (5) years' experience in Customs & Excise and or Taxes working environment in a managerial grade
- Knowledge of SAP TRM is a prerequisite
- Clean class (4) driver's license

ICT INFRASTRUCTURE ADMINISTRATOR, ICT & INFRASTRUCTURE – LEVEL 8 (2 POSTS)

Duties and Responsibilities

- Responsible for implementation of Information and Communication Technology (ICT) Operations infrastructure and solutions.
- Configures Windows, Oracle VM, VMware, Linux, storage systems according to Developer or Vendor specification.
- Installs and configures VMware, Linux, Storage infrastructure and operating systems components to ensure system reliability and integrity.

- Conducts daily systems administration including availability and performance monitoring, optimization, management of resource usage and systems incident resolution.
- Troubleshoots, resolves and/ or escalates systems queries to vendors for technical support.
- Configures and administers servers and client security systems in line with Security policy and best practice.
- Administers server user accounts and assigns privileges according to user duties. Adheres to change, release, incident and problem management processes and procedures.
- Provides technical expertise as required as part of project teams. Conduct 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

- Degree in Information Systems, Computer Science or equivalent.
- Certification in Microsoft or Cisco Technologies (Azure Fundamentals, Azure Administrator, SharePoint, Exchange, SQL, CCNA) is an added advantage.
- Certification in Storage Area Network (SAN) is an added advantage.
- Knowledge of Linux or Solaris Operating Systems an added advantage.
- Knowledge of Microsoft Data Protection Manager or any other Disaster recovery solution an added advantage.
- Knowledge of at least one of the following virtualization technologies (VMware, KVM Oracle VM, or Hyper-V) is an added advantage
- At least 3 years post qualification experience

FINANCIAL AUDITOR, INTERNAL AUDIT – LEVEL 8 (1 POST)

Key Responsibilities

- Formulates initiatives for inclusion in the Division's strategic plans.
- Plans financial audits of the Authority from start to finish.
- Exercises due professional care in planning, performing and reporting on the results of engagements.
- Performs and completes engagements in accordance with ISA audit and assurance standards and, where required, other appropriate professional or industry standards" or applicable regulations;
- Prepares the Risk Based Internal Plan for the Authority.
- Uses an appropriate risk assessment approach and supporting methodology to develop the overall audit plan and determine priorities for the effective allocation of audit resources.
- Ensures findings in the audit report are supported by sufficient and appropriate audit evidence.
- Participates in the Division's Quality Assurance and Improvement Program.
- Offers independent and objective value adding Advisory and Consultancy Services to management and the Board.
- Addresses risk consistent with the engagement's objectives and be alert to the existence of other significant risks during consulting engagements.
- Incorporates knowledge of risks gained from
- Consulting engagements into the evaluation of the organisation's risk management processes.
- Evaluates risk exposures relating to the organization's governance, operations, and information systems.
- Evaluates the potential for the occurrence of fraud and how the organization manages fraud risk

Job Skills and Competencies

- Excellent leadership abilities, decision making and critical thinking skills
- Self-starter with ability to work under pressure and beyond stipulated hours.
- Good writing skills and verbal communication skills to interact with various audiences.
- Innovative
- Unquestionable integrity

Qualifications and Experience

- Degree in Accountancy, Finance or equivalent;
- Three (3) + years' experience in Financial or Internal Audit role, Public Accounting or other relevant experience in Accounting or Finance
- Relevant Certifications such as CPA, CA, ACCA, CTA, CIS, CIA and/or other relevant certifications are strongly preferred
- Knowledgeable and hands on experience in auditing SAP ERP
- Hands on experience in the use of data analytics tools such as Audit Command Language (ACL), IDEA and other relevant tools
- A firm understanding of internal auditing standards for IIA (IPPF)
- Knowledge of Zimbabwean Tax, Customs and Labour laws an added advantage

IT AUDITOR, INTERNAL AUDIT – LEVEL 8 (2 POSTS)

Key Responsibilities

- Formulates initiatives for inclusion in the Division strategic plans.
- Participates in the Division's Quality Assurance and Improvement Program.
- Exercises due professional care in planning, performing and reporting on the results of engagements.
- Have reasonable expectation that engagements will be completed in accordance with the IS audit and assurance standards and, where required, other appropriate

professional or industry standards” or applicable regulations and results in a professional opinion or conclusion.

- Prepares the Risk Based Internal Plan for the Division.
- Uses an appropriate risk assessment approach and supporting methodology to develop the overall IS audit plan and determine priorities for the effective allocation of IS audit resources.
- Ensures findings in the audit report are supported by sufficient and appropriate audit evidence.
- Offers independent and objective value adding Advisory and Consultancy Services to management and the Board.
- Addresses risk consistent with the engagement’s objectives and be alert to the existence of other significant risks during consulting engagements.
- Incorporates knowledge of risks gained from consulting engagements into their evaluation of the organization’s risk management processes.
- Evaluates risk exposures relating to the organization’s governance, operations, and information systems.
- Evaluates the potential for the occurrence of fraud and how the organization manages fraud risk.

Job Skills and Competencies

- Ability to work under pressure.
- Ability to communicate at all levels.
- Ability to work both independently and as part of a team.
- Unquestionable integrity.
- High level of analytical skills

Qualifications and Experience

- Degree in Business Studies and Computer Science/Computer Science/Information Systems/Electronics/Cyber Security or equivalent.
- Certifications such as CISA/CHFI/CISM/CRISC/CEH/CISSP or equivalent are an added advantage.

- At least three (3) years experience in IT Auditing or Cyber Security or IT Operations Environment
- Knowledgeable and hands on experience in auditing of SAP ERP and Oracle database.
- Hands on experience in the use of data analytics tools such as Audit Command Language (ACL), IDEA and other relevant tools
- Hands on experience in digital forensics and fraud investigations.
- A firm understanding of internal auditing standards for both IIA (IPPF) and ISACA (ITAF)

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **23 September 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 HARARE

Please note that only shortlisted applicants will be responded to.

