

## VACANCY NOTICE

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

### **COMMISSIONER REVENUE ASSURANCE, REVENUE ASSURANCE DIVISION – LEVEL 2 (1 POST)**

#### **Key Responsibilities**

- Provide strategic leadership to the division, with particular attention on strategies for taxation of e-commerce, formulating risk management strategies for the taxation of specialized sectors and international transactions.
- Participate in the strategic review of tax statutes and organizational policies and procedures to support ZIMRA's strategic plan and objectives.
- Review divisional processes, operations and practices to ensure their effective implementation.
- Develop and implement stakeholder engagement programs for effective compliance management partnerships.
- Coordinate revenue intelligence gathering, including administering the whistleblower facility, and develop strategies to eradicate corruption.
- Develop effective systems capable of dealing with tax evasion and tax avoidance as well as investigation of criminal cases emanating therefrom.
- Collaborate with ICT division on new IT based systems and processes for revenue assurance enhancement.
- Disseminate intelligence information to other divisions to reduce revenue leakages.
- Effectively utilize the Performance Management System for the achievement of divisional and organizational goals.
- Build and motivate high performance teams to fulfil the mandate of the division and the Authority.
- Any other duties as may be assigned.

#### **Job Skills and Competencies**

- At least 10 years work experience at senior level, of which six (6) years are in any of the following areas; tax administration and or tax investigations and revenue assurance; preferably in the following environments: financial institution, accounting / audit firm or any high revenue organisation.
- Knowledge of local, regional and international tax matters and tax laws.

- Knowledge in investigating digital transactions using audit tools.
- Strong knowledge of the various Tax Laws of Zimbabwe, such as the Income Tax, VAT, Customs & Excise Acts.
- Knowledge of other relevant laws such as the Criminal Procedures and Evidence Act.
- Knowledge of the International Association of Law Enforcement Intelligence Analysts (IALEIA) standards.
- Knowledge and experience in financial intelligence gathering and management.
- Proven blemish-free integrity record.

### **Qualifications and Experience**

- A first degree in Accounting / Economics / Commerce / Fiscal Studies / Business Studies / Banking / Finance / Auditing or full CIS, CIMA, ACCA.
- A Masters' degree is an added advantage.
- Proficiency in SAP or ASYCUDA World is an added advantage.

## **PRINCIPAL PROCUREMENT MANAGER, PROCUREMENT MANAGEMENT UNIT – LEVEL 4 (1 POST)**

### **Key Responsibilities**

- Oversee tender processes and cost effective procurement of goods and services for the Authority in line with the provisions of the Public Procurement and Public Assets Disposal Act (Chapter 22:23)
- Manage day to day operations of ZIMRA's Procurement Management Unit (PMU)
- Lead in contract negotiations with contractors of goods and services.
- Advise the Accounting Officer on all procurement issues.
- Ensure adherence to best practice and good Corporate Governance by members in the Procurement Management Unit.
- Determine applicable procurement methods to be used when internal requests are received.
- Review tender documents in line with the Public Procurement and Public Assets Disposal Act and Procurement Regulations for sourcing of goods and services.
- Prepare evaluation reports recommending award for tenders to best advantage.
- Carry out market environmental scanning and procurement research for guidance and adoption of the most economic options.
- Plan annual and periodic procurement activities.
- Adhere to Service Level Agreements (SLA).

- Any other duties as may be assigned.

### **Job Skills and Competencies**

- A minimum of five (5) years' procurement experience managerial level.
- Self-starter with ability to work under pressure and long hours.
- Ability to communicate at all levels.
- Good report writing skills.
- Ability to work both independently and as part of a team.
- Unquestionable integrity.

### **Qualifications and Experience**

- A first degree related to Supply Chain Management and Procurement.
- A professional qualification in Supply Chain Management (Chartered Institute of Procurement & Supply Chain Management) CIPS is a must.
- A Masters' degree is an added advantage.
- Exposure in Public Sector procurement is a distinctive advantage.
- Knowledge of SAP is a requirement.

## **LOSS CONTROL MANAGER (INTELLIGENCE), LOSS CONTROL DIVISION – LEVEL 5 (1 POST)**

### **Key Responsibilities**

- Ensure the Surveillance and Monitoring Centre is fully functional 24/7.
- Identifying and recommending the appropriate intelligence gathering tools for the unit.
- Providing support to the organisation's anti-corruption strategies.
- Drafting and implementing policies, procedures and plans for intelligence work
- Establishing and maintaining close liaison with the Police, Immigration, Defence, State Security and other key stakeholders on relevant matters.
- Designing and implementing risk and intelligence driven operational strategies to recover lost revenue, minimise revenue leakages and support the curbing of transit fraud.
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- At least five (5) years of experience in a similar role in big organisations.
- Experience with the Intelligence Services/Criminal Investigations is a must.
- Ability to work under pressure and communicate at all levels.

- High levels of analytical skills.
- Ability to work both independently and as part of a team.
- Unquestionable integrity.

### **Qualifications and Experience**

- A degree in Security and Intelligence / Police Studies / Social Sciences or an equivalent degree.
- A Masters' degree is an added advantage.
- Computer literacy is a requirement.

## **LOSS CONTROL MANAGER (SECURITY), LOSS CONTROL DIVISION – LEVEL 5 (1 POST)**

### **Key Responsibilities**

- Maintaining relationships between the authority and state security Agencies
- Conducting Security Risk Assessments
- Monitoring the implementation of recommendations made by Loss Control in all cases.
- Monitoring cases of corruption to ensure that they are concluded effectively and on time.
- Assisting in the management and effectiveness of Business Continuity Plan.
- Managing the issuance and disposal of ZIMRA staff IDs.
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- At least five (5) years of experience in a similar role in big organisations.
- High levels of analytical skills.
- Ability to work under pressure and communicate at all levels.
- Ability to work both independently and as part of a team.
- Unquestionable integrity.

### **Qualifications and Experience**

- A degree in Security Risk Management, Police Studies, Investigations or equivalent degree.
- A degree in Risk Management or equivalent.
- A Masters' degree is an added advantage.
- Computer literacy is a requirement.

## **LOSS CONTROL MANAGER (INTEGRITY), LOSS CONTROL DIVISION – LEVEL 5 (1 POST)**

### **Key Responsibilities**

- Reviewing investigation reports before they are forwarded to the Divisional Head for distribution.
- Managing investigations on Hotline cases and cases selected from the Intelligence Unit.
- Conducting data analytics to come up with crime trends that inform strategy
- Managing the lifestyles audits on all ZIMRA staff members.
- Ensuring evidence gathered is sufficient, well preserved and availed for the intended purpose.
- Managing due diligence investigations on suppliers and prospective employees.
- Conducting staff and public anti-corruption campaigns to fight corruption through educative means.
- Maintaining and adhering to auditing cycle to ensure lifestyle audits cover all ZIMRA personnel.
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- At least five (5) years of experience in a similar role in big organisations.
- Thorough knowledge of the Justice delivery system.
- High levels of analytical skills.
- Ability to work under pressure and communicate at all levels.
- Ability to work both independently and as part of a team.
- Unquestionable integrity.

### **Qualifications and Experience**

- A Degree in Auditing / Forensic Investigation / Accounting / Economics / Financial Management or equivalent degree.
- A Masters' degree is an added advantage.
- Demonstrated appreciation of ZIMRA statutes is a distinct advantage.
- Computer literacy and sound report writing skills is a requirement.

## **LOSS CONTROL OFFICER (SECURITY), LOSS CONTROL DIVISION – LEVEL 9 – (2 POSTS)**

### **Key Responsibilities**

- Highlighting any system weakness or identified security failures and recommend immediate action to the Loss Control Manager.
- Investigating cases of suspected or identified criminal activities perpetrated against ZIMRA by examining available evidence, establishing the modus operandi and recommend course of action and submit case reports to the Loss Control Manager.
- Giving clear and simplified operating instruction to contracted security service companies, so that they comply with ZIMRA standing regulations and station security instructions with a view to maximize security of property and equipment.
- Attending and carrying out safety workshops/seminars so as to promote safety awareness in the workplace and to monitor and evaluate Health and Safety programmes within ZIMRA.
- Assisting in formulating new or enhance existing security processes, policies and standards.
- Collecting, processing, evaluating and disseminating information on risks to ZIMRA assets.
- Checking and ensuring best practice in ZIMRA's movable and immovable assets in the areas of asset procurement, usage, administration, application, disposal and abuse to unlock inherent risks.
- Conducting anti-corruption awareness campaigns.
- Issuing, and replacing ZIMRA IDs and maintaining database of people issued with ZIMRA IDs.
- Participating in the induction of new revenue trainees.
- Recommending loss preventive and business continuity strategies targeted against internal and external clients by implementing processes such as vetting, life style audits, training workshops and solutions to assist management in crisis situations such as workplace violence, protests, and demonstrations.
- Identifying security threats to the economy such as economic sabotage, theft, fire and accidents and escalate to management where appropriate.
- Carrying out random checks on deployed security guards both during the day and during the night so as to monitor alertness and to check compliance to stipulated deployment times with a view to maximise security of property and equipment.

- Carrying out safety workshops/seminars so as to promote safety awareness in the workplace and to monitor and evaluate health and safety programmes in ZIMRA.
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- A minimum of two (2) years working experience in Customs, Loss Control, Security and/or Taxes environment will be an added advantage.
- Ability to work under pressure and communicate at all levels.
- High levels of analytical skills.
- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to conduct crime and fraud Investigations.
- Ability to conduct Forensic Auditing
- Unquestionable integrity.

### **Qualifications and Experience**

- BSc Honours Degree in Intelligence and Security / Accounting / Economics / Commerce / Fiscal Studies / Business Studies / Social Science or full CIS.
- A Masters' degree is an added advantage.
- Knowledge of SAP will be an added advantage.

## **LOSS CONTROL OFFICER (INTELLIGENCE), LOSS CONTROL DIVISION – LEVEL 9 – (2 POSTS)**

### **Key Responsibilities**

- Highlighting any system weakness or identified security failures and recommend immediate action to the Loss Control Manager.
- Investigating cases of suspected or identified criminal activities perpetrated against ZIMRA by examining available evidence, establishing the modus operandi and recommend course of action and submit case reports to the Loss Control Manager.
- Attending and carrying out safety workshops/seminars so as to promote safety awareness in the workplace and to monitor and evaluate health and safety programmes within ZIMRA.
- Assisting in formulating new or enhance existing security processes, policies and standards.
- Identifying and monitoring risks in accordance with the Loss Control standards.
- Gathering intelligence on tax evasion, smuggling trends, corruption, fraud, theft, bribery and breaches of procedures.

- Investigating cases of corruption, fraud, theft, bribery and breaches of procedures
- Issuing and replacing ZIMRA IDs and maintaining database of people issued with ZIMRA IDs.
- Participating in the induction of new revenue trainees
- Providing regular feedback, reporting and recommendations to Loss Control Manager in all aspects of loss control.
- Identifying security threats to the economy such as economic sabotage, theft, fire and accidents and escalating to management where appropriate.
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- A minimum of two (2) years working experience in Customs, Loss Control, Security and/or Taxes environment will be an added advantage.
- Ability to work under pressure and communicate at all levels.
- High levels of analytical skills.
- Ability to conduct crime and fraud Investigations.
- Ability to conduct Forensic Auditing
- Unquestionable integrity.

### **Qualifications and Experience**

- BSc Honours Degree in Intelligence and Security / Accounting / Economics / Commerce / Fiscal Studies / Business Studies / Social Science or full CIS.
- A Masters' degree is an added advantage.
- Knowledge of SAP will be an added advantage.

## **LEGAL OFFICER, LEGAL SERVICES DIVISION – LEVEL 8 (1 POST)**

### **Key Responsibilities**

- Drafting new and amending existing legislation.
- Offering support services to and undertaking litigation processes in all courts on behalf of the Authority.
- Initiating and reviewing contracts and policies.
- Carrying out legal research and giving legal advice.
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- At least three (3) years working experience in a litigation environment.



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

### **Qualifications and Experience**

- Bachelor of Laws Honours' Degree (LLBS)
- A Masters' degree is an added advantage.
- Knowledge of Zimbabwean Taxes, Customs and Labour laws.
- Computer literacy is a requirement.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, not later than **31 January 2020**, in envelopes clearly marked, indicating the position being applied for.

Applications should be addressed to:

### **The Commissioner General**

Zimbabwe Revenue Authority  
6<sup>th</sup> Floor ZB Centre  
Cnr. First Street / Kwame Nkrumah Avenue  
P. O. Box 4360  
**HARARE**

**Please note that only shortlisted applicants will be responded to.**

