

VACANCY NOTICE

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

CORPORATE RISK & COMPLIANCE MANAGER - COMPLIANCE SECTION, CORPORATE RISK MANAGEMENT & COMPLIANCE – LEVEL 6 (1 POST)

Key Responsibilities

- Formulating the Enterprise Compliance Management Framework of the Authority.
- Developing the Work Programme (WP) and budget operating plan for Enterprise Compliance Management.
- Implementing the approved strategy and design up a Work Programme detailing the activities and initiatives including the optimal resourcing requirements for Compliance Risk Management.
- Implementing the compliance improvement plan by managing technical risks in Customs and Domestic Taxes.
- Designing control systems to deal with violations of compliance rules and internal policies.
- Develops and implement compliance strategy, frameworks, policies and procedures.
- Assessing the efficiency of control systems and recommend effective improvements.
- Conducting compliance awareness exercises in the entire Authority and this includes AML & CFT.
- Review and evaluate company procedures and reports to identify hidden risks or common issues.
- Lead employee training sessions on compliance issues.
- Perform periodic compliance assessments on the Authority's compliance requirements and procedures and processes.

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Ability to work during odd hours in an area with poor road terrain and bad weather conditions.

- Good analytical skills.
- Ability to interact with various departments in the Authority and internal and external stakeholders.
- Good communication and interpersonal skills.
- Good organisational, people and time management skills.

Qualifications and Experience

- A Bachelor's degree in Risk Management/Business Studies/Fiscal Studies/Law/Accounting or equivalent.
- At least 5 years' experience in Enterprise Compliance Management/Risk Management in Customs/Domestic Taxes or Tax environment.
- Knowledge of Customs & Excise Legislation and Domestic Taxes Procedures.
- A professional qualification in such as Certified Compliance Professional/Certified Risk Management/FRM/CERM/CIS/ACCA/CIA or equivalent is an added advantage.
- An MBA/MSc in Data Science/Data Analytics/Finance and Investment or equivalent is an added advantage.

CORPORATE RISK & COMPLIANCE MANAGER - RISK MANAGEMENT SECTION, CORPORATE RISK MANAGEMENT & COMPLIANCE – LEVEL 6 (1 POST)

Key Responsibilities

- Developing, maintaining, and updating risk governance frameworks.
- Preparing long range divisional strategic plans, annual operational plans, and annual financial budgets for the Enterprise Risk Management portfolio.
- Communicating the Risk Management framework to all stakeholders and monitoring its implementation.
- Developing, enhancing, and embedding a sound risk management framework for managing risks across the Authority.
- Assisting management with risk identification, assessment and development of response strategies.
- Risk management modelling and quantitative analytics.
- Collating aggregating, analysing and interpreting the results of risk assessments.
- Provide leadership and supervision to the Risk Management Supervisors in the various sections including ICT, Operational and Technical Risk Management.
- Lead employee training sessions on Risk Management issues.
- Dealing with performance issues and ensuring that divisional targets are met.

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.

- Unquestionable integrity and commitment to duty.
- Ability to work during odd hours in an area with poor road terrain and bad weather conditions.
- Good analytical skills.
- Ability to interact with various departments in the Authority and internal and external stakeholders.
- Good communication and interpersonal skills.
- Good organisational, people and time management skills.

Qualifications and Experience

- A Bachelor's degree in Risk Management/Business Studies /Finance/Mathematics/Statistics/Accounting/Fiscal Studies/Economics or equivalent.
- At least 5 years' relevant post graduate experience in Enterprise Risk Management/Controls in a Customs or Domestic Taxes or Tax Environment of which two should be at supervisory level.
- A professional qualification such as FRM/CERM/CISA/CIA/CFE/CRMA or equivalent.
- An MBA/MSc in Data Science/Data Analytics/Finance and Investment or equivalent is an added advantage.

CORPORATE COMPLIANCE MANAGEMENT SUPERVISOR, CORPORATE RISK MANAGEMENT & COMPLIANCE – LEVEL 9 (2 POSTS)

Key Responsibilities

- Implementing and maintaining the Authority's compliance management policies and procedures.
- Implementing and managing an effective compliance programme.
- Conducting compliance gap analysis and providing timely advice and support for compliance issues.
- Providing guidance on the proper application and interpretation of policies, procedures, laws and regulations affecting compliance of the Authority.
- Developing compliance documentation in line with the requirements of the Public Entities Corporate Governance Act and any applicable legislations.
- Contributing to the effective management of compliance risks.
- Ensuring proactive and timely monitoring, identification dissemination and advice on compliance and regulatory developments, changes and practices associated risks.
- Ensuring adequacy of controls to mitigate compliance risks and roll out compliance policies and procedures.
- Establishing and maintaining effective processes, including training, advice and support, to ensure that compliance policies, procedures and standards are timeously and effectively implemented.

- Implementation of a Compliance Monitoring Programme and ensure timely conduct of compliance assessment/reviews.
- Preparing and maintaining a compliance tracking log.

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Ability to work during odd hours in an area with poor road terrain and bad weather conditions.
- Good analytical skills.
- Ability to interact with various departments such as Legal Compliance, Audit and internal and external stakeholders in Information Technology.
- Good communication and interpersonal skills.
- Good organisational, people and time management skills.

Qualifications and Experience

- A Bachelor's degree in Law/Risk Management/Business Studies/Fiscal Studies/ICT/Accounting or equivalent.
- At least 3 (three) years' relevant post graduate experience in Enterprise Compliance, Legal, Governance or Risk Management.
- Experience in Customs/Domestic Taxes or Tax environment is an added advantage.
- A professional qualification in Compliance & Governance Certification/Risk Management Certification is an added advantage.
- An MBA/MSc or equivalent is an added advantage.

CORPORATE RISK MANAGEMENT SUPERVISOR: CUSTOMS & EXCISE, CORPORATE RISK MANAGEMENT & COMPLIANCE – LEVEL 9 (2 POSTS)

Key Responsibilities

- Identifying emerging risks in the Authority in line with set standards.
- Assessing these risks and measuring the Authority's exposure.
- Executing the Enterprise Risk Management work plan to ensure risk management is being implemented effectively with the organisation.
- Compile periodic management reports as guided by the Authority's ERM Policy and Procedures.
- Liaises with divisions/risk owners on issues relating to risk measurement and give appropriate advice.
- Conduct ERM awareness training to all ZIMRA staff.

- Implementing and managing Risk and Control Self-Assessment (RCSA) in all divisions quarterly and compiling a risk report.

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Ability to work during odd hours in an area with poor road terrain and bad weather conditions.
- Good analytical skills.
- Ability to interact with various departments such as Legal Compliance, Audit and internal and external stakeholders in Information Technology.
- Good communication and interpersonal skills.
- Good organisational, people and time management skills.

Qualifications and Experience

- A Bachelor's degree in Risk Management/Business Studies/Fiscal Studies/ICT/Accounting or equivalent.
- At least 3 (three) years' relevant post graduate experience in Customs with at least 1 (one) year being in Risk Management or equivalent.
- A professional qualification in Risk Management is an added advantage.
- An MBA/MSc or equivalent is an added advantage.

CORPORATE RISK MANAGEMENT SUPERVISOR - DOMESTIC TAXES, CORPORATE RISK MANAGEMENT & COMPLIANCE – LEVEL 9 (2 POSTS)

Key Responsibilities

- Identifying emerging risks in the Authority in line with set standards.
- Assessing the risks and measuring the Authority's exposure.
- Executing the Enterprise Risk Management work plan to ensure risk management is being implemented effectively with the organisation.
- Compile periodic management reports as guided by the Authority's ERM Policy and Procedures.
- Liaising with divisions/risk owners on issues relating to risk measurement and give appropriate advice.
- Conducting ERM awareness training to all ZIMRA staff.
- Implementing and managing Risk and Control Self-Assessment (RCSA) in all divisions quarterly and compiling risk reports.
- Supervise Risk Champions in the respective divisions of the Authority.
- Preparing and maintaining a risk tracking log.

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Ability to work during odd hours in an area with poor road terrain and bad weather conditions.
- Good analytical skills.
- Ability to interact with various departments such as Legal Compliance, Audit and internal and external stakeholders in Information Technology.
- Good communication and interpersonal skills.
- Good organisational, people and time management skills.

Qualifications and Experience

- A Bachelor's degree in Risk Management/Business Studies/Fiscal Studies/ICT/Accounting or equivalent.
- At least 3 (three) years' relevant post graduate experience in Risk Management or equivalent in Domestic Taxes.
- A professional qualification in Risk Management is an added advantage.
- An MBA/MSc or equivalent is an added advantage.

CORPORATE RISK SUPERVISOR: ICT, CORPORATE RISK MANAGEMENT & COMPLIANCE – LEVEL 9 (1 POST)

Key Responsibilities

- Providing advice to Business and IT on new disruptive technologies and emerging Cyber threats.
- Research and recommend IT driven innovation and disruptive technologies for the Authority's digitalisation/digital transformation.
- Assessing the risk posture of IT projects from inception throughout the life cycle.
- Evaluating vulnerabilities of application, databases and servers.
- Validating controls and performing assessments according to the Authority's risk methodology.
- Reviewing IT policies, identifying gaps and recommending improvement plans.
- Documenting IT risk practice and processes.
- Reviewing the Authority's Business Continuity Plan and Business Impact Analysis.
- Reviewing the Authority's core application systems and subsystems using the Governance Risk Management control tool.

- Compiling risk input from divisions and updating the IT risk register.

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Ability to work during odd hours in an area with poor road terrain and bad weather conditions.
- Good analytical skills.
- Ability to interact with various departments in the Authority and internal and external stakeholders in Information Technology.
- Good communication and interpersonal skills.
- Good organisational, people and time management skills.

Qualifications and Experience

- A Bachelor's degree in Business Studies and Computer Science/Information Systems/Software Engineering/Computer Science or equivalent.
- Either at least 3 (three) years' exposure and experience in IT operations/Systems Development OR at least 2 (two) years' experience in Information Security/IT Risk Management/IT Auditor.
- A professional qualification in such as ITIL/CRISC/CISM/CISSP/CISA/C-RISK or equivalent.
- Knowledge of SAP, ASYCUDA and Tax Administration Systems is an added advantage.
- An MBA/MSc or equivalent is an added advantage.

DRONE REMOTE PILOT, CUSTOMS AND EXCISE – LEVEL 11 (2 POSTS)

Key Responsibilities

- Overseeing the ground and flight operations for the Drone Surveillance system.
- Remote-pilot drones, following a specific flight plan or obtaining useful foot age.
- Develop appropriate strategies and plans for gathering information on smuggling activities taking place through designated and undesignated crossing points.
- Gather intelligence information and build risk profiles of persons and companies involved in the smuggling of goods to reduce revenue leakages at ports of entry and illegal crossing points.
- Ensure that drones and related equipment are serviced as per maintenance schedule.
- Develop intelligence and risk profiles for persons and companies involved in smuggling activities.
- Monitors economic and smuggling trends and takes proactive action to reduce revenue leakages.

- Maintains registers and footage of intelligence information that has been gathered.

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Ability to work during odd hours in an area with poor road terrain and bad weather conditions.
- Good health and ability to undergo intelligence and security training
- Good interpersonal and communication skills.
- Computer literacy

Qualifications and Experience

- A Bachelor's degree in Accounting/Economics/Risk Management/Commerce/Business Studies/Fiscal Studies/Business Management/Security/Computers/Full CIS or equivalent.
- Knowledge of Customs & Excise Legislation and Procedures.

CONTROL ROOM OFFICER (DRONE OBSERVER), CUSTOMS & EXCISE – LEVEL 11 (2 POSTS)

Key Responsibilities

- Use of advanced artificial intelligence and machine learning systems and software to detect illegal activities.
- Developing strategies and plans for monitoring activities in the customs Drones Control Room.
- Develop a programme to ensure that all the information relayed by surveillance drones are captured in real time.
- Provide data analytical tools to ensure that information received from surveillance drones is analysed to obtain meaningful and detailed intelligence information for use by the Reaction Team.
- Liaising and engaging with other law enforcement agents to build a harmonious working relationship on matters relating to compliance and enforcement.
- Reviewing reports, statistics and making recommendations for initiatives aimed at closing loopholes in rules, regulations and procedures.
- Review and recommend amendments to Customs and Excise legislation and other related legislation to ensure they are in conformity with signed or acceded or approved regional or international conventions and agreements such as the Revised Kyoto Convention, SADC Model Customs Act, COMESA Management Act and other customs related instruments and conventions.
- Conduct any other duties as may be assigned by the respective Revenue Supervisor.

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Ability to work during odd hours in an area with poor road terrain and bad weather conditions.
- Good health and ability to undergo intelligence and security training
- Good interpersonal and communication skills.
- Computer literacy

Qualifications and Experience

- A Bachelor's degree in Accounting/Economics/Risk Management/Commerce/Business Studies/Fiscal Studies/Business Management/Security/Computers/Full CIS or equivalent.
- Knowledge of Customs & Excise Legislation and Procedures.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **07 July 2023**, 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 and females are encouraged to apply.

