



VACANCY NOTICE

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

ARCHITECT – FINANCE ADMINISTRATION & INFRASTRUCTURE, – LEVEL 8 (1 POST)

Key Responsibilities

- Preparing Project Initiation documents for prioritised and approved projects.
- Producing designs for buildings and other infrastructure in line with user requirements before submitting to Head Infrastructure Projects and users for approvals.
- Preparing sectional projects and operational budget using projects BOQs, program of works and operational plans before submitting them to the head of division for consideration and approval.
- Monitoring construction projects expenditure against the budget to ensure project costs are within the budget.
- Participating and contributing in contract negotiations with project consultants and contractors to facilitate and recommend contract signing.
- Coordinating the provision of project materials and services by project consultants, contractors, suppliers and service providers to ensure delivery of goods and services to specified quantities, quality and specified timelines.
- Implements divisional and operational plans quarterly.
- Drawing plans to manage the risk for the section and implement it before evaluating the success of the risk management processes.
- Reviewing project reports, down payment accounts before onward submission for approval.
- Allocating duties to staff and setting up performance standards for subordinates.
- Applying the code of conduct where necessary and participating in disciplinary hearings.

Job Skills and Competencies

- Ability to meet set deadlines, maintain confidentiality and prioritise multiple tasks.
- Ability to work both independently and as part of a team.
- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Good analytical skills.
- Strong communication and presentation skills along with ability to work in a highly collaborative environment
- Ability to work with minimum supervision
- Good organisational, people and time management skills.

Qualifications and Experience

- A Graduate Degree in Architecture.
- Any qualification in project management is a must.
- At least two (2) years' relevant post graduate experience.
- An MBA/MBL/MSc or equivalent is an added advantage.

DRONE REMOTE PILOT, CUSTOMS AND EXCISE – LEVEL 11 (15 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
- Aged between 25 and 40 years

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.
- Passes at Advanced Level in any of two of the following subjects is also a requirement: Mathematics, Science Subjects (Physics, Chemistry or Biology), and Geography.
- Knowledge of Customs & Excise Legislation and Procedures is an added advantage.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **20 September 2024**, 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 female candidates are encouraged to apply and only shortlisted applicants will be responded to.

