

VACANCY NOTICE

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

DIRECTOR HUMAN CAPITAL, LEVEL 3

REPORTING TO: COMMISSIONER GENERAL

Duties and Responsibilities

- Provide direction and manage the Human Capital (HC) function to ensure efficiency in the Authority's role as a revenue collector and trade facilitator.
- Contribute towards the development, implementation and monitoring of HC Management strategies that complement the ZIMRA business strategy.
- Develop reward management strategies to support the achievement of the Authority's vision and mission.
- Oversee the development and implementation of HC policies and procedures.
- Give guidance to both management and staff in the correct application and interpretation of HC policies and procedures.
- Ensure the implementation of the Performance Management System adds value to the operations of the Authority.
- Develop and coordinate HC development programs aligned with the overall strategy of the organization.
- Ensure a stable industrial relations atmosphere within the Authority.
- Promote and monitor best practices in the development and application of HC practices.
- Lead the organisation in the development and harnessing of HC analytics to inform business decisions.
- Ensure complete digitalisation of all strategic HC processes and systems in line with the organisation's strategy.
- Manage the HC value chain to ensure risk is reduced for the organisation.

Qualifications and Experience

- A First degree in social sciences, human resources, or a commercial field.
- A Master's degree in social sciences, human resources, or a commercial field is an added advantage.
- Knowledge of SAP will be an added advantage.
- At least 10 years working experience, of which five (5) are at senior management level.

Required Competencies

- A verifiable track-record of implementing successful human capital interventions.
- A verifiable track record of establishing and maintaining sustainable working relationships with the board, management, and staff.
- A verifiable track-record of ethical conduct.
- A verifiable record of accomplishment providing insightful reports to management, board and other key stakeholders.
- A verifiable record of accomplishment making policy recommendations backed by data and credible evidence.
- A leadership style that engenders a collaborative team atmosphere within the Authority.
- Techno savvy.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **19 April 2025**. All applications should be emailed to: ExecRecruitment@zimra.co.zw clearly stating the position applied for on the subject and addressed to:

The Commissioner General
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.