



## VACANCY NOTICE

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

### **MID-CAREER SPECIALIST TRAINEES – REVENUE ASSURANCE – (14) LEVEL 8**

Are you looking at transitioning your career into a dynamic, impactful, and supportive work environment?

The Zimbabwe Revenue Authority (ZIMRA) invites suitably qualified, experienced, and motivated professionals to apply for the Mid-Career Specialist Trainee Programme. This programme offers an opportunity to contribute meaningfully to national revenue mobilisation while leveraging your professional expertise within a high-performing team.

We are seeking specialists in the following sectors:

- Mining and Quarrying
- Manufacturing
- Insurance
- Information and Communication Technology specializing in Data Science, Data Analytics, Big Data Solutions and Block Chain Technology.
- Tele-Communications

#### **Applicants must meet the following criteria:**

- A first degree in a relevant field, with a minimum classification of Upper Second Class (2.1) or equivalent
- At least five (5) years' post-graduate professional experience in the relevant sector.
- Must be 35 years of age or below at the date of this advertisement
- Masters Degree is an added advantage

#### **Programme Overview**

The Mid-Career Specialist Trainee Programme is designed for professionals seeking to:

- Apply their technical expertise within the revenue administration and compliance environment by analyzing sector-specific operations, tax obligations, regulatory frameworks, and emerging industry trends.
- Contribute to strengthening revenue assurance and enforcement mechanisms through improved risk identification, compliance monitoring, audit support, data analysis, and sector-based intelligence gathering.

- Support ZIMRA's strategic mandate through innovation and specialized knowledge by leveraging technology, industry insights, and modern compliance approaches to enhance operational efficiency and service delivery.
- Build a rewarding career within a results-driven and nationally significant institution by developing professional competencies, leadership capabilities, and a strong understanding of national revenue mobilization priorities.

Candidates who meet the above criteria are invited to submit their applications for consideration.

## **INVESTIGATIONS OFFICER – REVENUE ASSURANCE – LEVEL 9 (7 POSTS)**

### **Key Responsibilities**

- Implement revenue enhancement projects as guided by Investigations Specialist.
- Respond to submissions made to legal in response to court appeal cases.
- Take part in the carrying out of raids on cases under investigation
- Write case final report and recommend case finalisation
- Approve and recommend waivers of penalties and interest.
- Recommend garnishee and asset attachment orders in collection of debts
- Analyse revenue collections/performance on cases under investigations against targets daily and recommend actions to be taken to Investigations Specialist.
- Implement measures to meet set targets daily as guided by the Investigations Specialist
- Generate reports on revenue collections and recommends action to be taken to enhance revenue collection
- Recommend cases for prosecution in his/her portfolio of cases under investigation.
- Recommend debt management strategies for the section.
- Implement sectional debt management strategies
- Participate in all sectional compliance enforcement activities on an ongoing basis.

### **Job Skills and Competencies**

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

- Good interpersonal and communication skills.

## Qualifications and Experience

- A degree in Accounting/Economics/Business Studies/Finance/Fiscal Studies/Commerce/Law / Social Science.
- At least five (5) years post traineeship work experience in a Domestic Taxes or Customs & Excise environment is a prerequisite.
- Thorough knowledge of Domestic Taxes or Customs & Excise legislation and procedures
- Knowledge of the TaRMS or Asycuda is an advantage.
- Clean Class 4 Driver's license is a prerequisite

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by **19 June 2026**. **All applications should be emailed to [ZimraRecruitment@zimra.co.zw](mailto:ZimraRecruitment@zimra.co.zw) clearly indicating the position you are applying for as your E-mail Subject Reference and addressed to:**

The Director Human Capital  
Zimbabwe Revenue Authority  
6<sup>th</sup> 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.**

Get in touch with us on our contact centre  
Toll free number 585/ for NetOne 08010271  
WhatsApp 0717 585 585  
Email [contactcentre@zimra.co.zw](mailto:contactcentre@zimra.co.zw)

we are here to serve



[www.zimra.co.zw](http://www.zimra.co.zw)