VACANCY NOTICE

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

ASSISTANT CORPORATE SECRETARY – LEVEL 7 - (1 POST)

Reporting to: Corporate Secretary
Location: ZB Centre, Head Office

Key Responsibilities

Providing corporate secretarial services to assigned Board and Board Committees, including recording proceedings, preparing and circulating approved minutes.

Coordinating meeting agendas and packs in liaison with Board Committee Chairpersons, and assist with annual meeting calendars and master agendas.

Preparing and circulate resolutions and matters arising reports, follow up implementation, and consolidate progress updates for subsequent meetings.

Providing legal and corporate governance advice during meetings, and research and prepare governance advisory papers.

Assisting in developing and reviewing the Board Charter and Committee Terms of Reference, and monitor compliance with applicable governance requirements.

Assisting in developing corporate governance and board performance evaluation tools, and monitor Board & Committee performance against annual master agendas.

Providing secretarial support to Executive Management and other stakeholder meetings, including agendas, minutes, resolution implementation tracking, and preparation of follow-up reports.

Assisting in preparation of Board & Committee reports for various stakeholders, including the parent Ministry.

Assisting in coordinating the induction and continuous development of Board members.

Reviewing policy documents for compliance with the law and good corporate governance before approval by the Board.

Assisting in developing and maintaining the corporate governance compliance matrix and compliance with applicable legislation, regulations and governance requirements.

Job Skills and Competencies

Sound knowledge of corporate governance requirements, revenue laws and the legal framework governing public entities.

Strong legal research, analytical and problem-solving skills, with the ability to provide clear and practical advice.

Excellent report-writing skills, with a strong command of the English language and attention to detail.

Excellent communication, presentation, negotiation and stakeholder engagement skills.

Strong planning and organisational skills, with the ability to coordinate meetings, track resolutions and meet deadlines.

Computer literacy and knowledge of SAP.

High standards of integrity, confidentiality and professionalism.

Qualifications and Experience

A Bachelor of Laws Honours Degree.

A Master of Laws degree or a Master of Business Administration will be an added advantage.

At least five (5) years' experience in legal advisory work or company/corporate secretarial work.

At least seven (7) years' experience in a management position.

A clean class four (4) driver's licence.

Experience in using board management software and electronic board portals.

LEGAL OFFICER – LEGAL SERVICES – LEVEL 8 (1 POST)

Reporting to: Head Criminal and Civil Litigation
Location: ZB Centre, Head Office

Key Responsibilities

Representing the Authority in all Courts of law, as well as in internal disciplinary hearings;
Analysing court process instituted against the Authority
Researching into law and making recommendations on whether to oppose the lawsuit or to settle;
Liaising with relevant ZIMRA divisions and taking full instructions on lawsuits pertaining to those divisions;

Drafting and filing of court process when instituting legal proceedings on behalf of the Authority or when defending the Authority in any suit brought against it;

Liaising with and instructing external legal practitioners to represent the Authority where necessary;

Monitoring progress of cases at court and cases outsourced to external legal practitioners;

Analysing judgments delivered on cases in which the Authority was involved, advising stakeholders of the outcome of the litigation cases, and future course of action to be taken;

Identification and preparation of cases for prosecution of tax offences;

Researching and providing legal opinions on issues affecting ZIMRA's operations, and making recommendations to internal and external clients;

Providing legal advice to all Authority staff to enable them to effectively carry out their duties;

Participating in National Works Council Meetings and providing legal advice on matters arising therein;

Giving personal advise to all staff of the Authority on any legal issues under the auspices of the Legal Aid Clinic except on Labour matters;

Deputising the Head Civil & Criminal Litigation and performing his/her duties in his/her absence;

Any other duties as may be assigned by the Head Fiscal Litigation/ Civil & Criminal Litigation from time to time.

Job Skills and Competencies

Excellent interpersonal, communication, and stakeholder engagement skills.

Ability to work both independently and as part of a team.

Ability to work under pressure with minimal supervision.

Ability to communicate effectively at all levels.

Very good writing, drafting and presentation skills.

Unquestionable integrity.

Good organisational and time management skills.

Qualifications and Experience

Bachelor of Laws Honours degree or equivalent.

A relevant Masters' degree is an added advantage.

At least three (3) years' work experience in a litigation environment.

Knowledge of Zimbabwean Taxes and Customs laws.

Computer literacy is a requirement.

A clean class 4 driver's licence

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **13 November 2026**. 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 and people with disabilities 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
we are here to serve
www.zimra.co.zw