



## VACANCY NOTICE

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

### REVENUE SUPERVISOR, CUSTOMS & EXCISE – LEVEL 9 (13 Posts)

#### Key Responsibilities

- Revenue collection through monitoring declaration processing of customs import and export clearance operations.
- Evaluate new ASYCUDA World modules and modernisation initiatives.
- Ensuring smooth operation of all sectional activities.
- Supervising staff performance and related activities.
- Compiles sectional daily, weekly, quarterly and annual reports
- Ensuring that all customs procedures, formalities, controls and requirements related to declaration processing occur in an efficient, effective and timely manner.
- Liaising with DPC manager and Asycuda world Functional Manager on all systems challenges to ensure trade facilitation.
- Administering Customs operational policies, procedures and guidelines regulating trade to ensure enhanced trade facilitation.
- Management of discipline through the correct application of the ZIMRA Code of Conduct

#### Job Skills and Competencies

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

- Team player

### **Qualifications and Experience**

- A degree/ Higher National Diploma in Accounting / Business Studies / Business Management / Economics / Fiscal Studies / Marketing or studying working towards a degree.
- At least (five) 5 years post traineeship work experience in Customs & Excise and / or Domestic Taxes working environment.
- Thorough knowledge of Customs & Excise legislation and procedures.
- Knowledge of ASYCUDA system is an added advantage.

### **ABAP DEVELOPER, ICT – LEVEL 8 (1 Post)**

#### **Key Responsibilities**

- Develop and maintain programs to assigned application using the SAP development tools, and develop test plans and automated scripts to assure expected performance quality level meet standards in development efforts.
- Modifying existing programs in line with changing business requirements or to fix bugs in the programs
- Adherence to the Authority 's software development standards.
- Developing integration solutions for internal and external systems
- Provide support to issues raised by end users.
- Documents system for user define program and standard SAP programs modification.

#### **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**

- Degree in Information Systems or Computer Science/ Information Systems/ Business Studies & Computer Science or equivalent
- SAP ABAP certification a must
- Two years' experience as ABAP Developer is a must
- Knowledge of SAP Landscape, with experience Dialog Programming, Smart Forms, BAPI, SAP Script, BADIs, LSMW, User Exits, ABAP Dictionary, RFC, BRFPlus is required,
- Knowledge of Agile Software Development and Software Development Life Cycle methodologies
- Clean Class four (4) Driver 's License.

## **INFORMATION ASSETS MANAGER, ICT – LEVEL 7 (1 Post)**

### **Key Responsibilities**

- Manage the administration and operational support of Identity Management Infrastructure.
- Manage application vulnerabilities scanning and formulation of mitigation strategies
- Facilitate and manage targeted application security training, including developing and implementing a secure code-training program to highlight software vulnerabilities and defense measures.
- Manage security test quality assurance (QA) throughout the SLDC lifecycle to validate testing processes.
- Lead monitoring of application security threat landscape and incorporate leading practices into testing approach.

### **Job Skills and Competencies**

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity.
- Ability to interact with various departments such as Legal, Compliance, Audit and internal stakeholders in Information Technology.
- Good communication and interpersonal skills.
- Ability to work with minimum supervision.
- Good organisational, people and time management skills.

### **Qualifications and Experience**

- Degree in Information Systems or Computer Science/ Information Systems/ Business Studies & Computer Science or equivalent
- Minimum of five (5) years' experience in the ICT Services of which two (2) years should be in ICT Security or equivalent experience in areas such as ICT Risk Management
- Master's Degree is an added advantage
- CISSP, CISM, CISA, CEH, CHFI or comparable Security Certification is mandatory
- Certification in ICT Control and Management (COBIT)
- ISO 27001 Certification or Comparable Security Certification
- Understanding of NIST Cyber Security Certification is required
- Experience working with following security technologies is an added advantage. PAM, SIEM, IAM and VDMR.

### **DATA ANALYTICS MANAGER, ICT– LEVEL 7 (1 Post)**

#### **Key Responsibilities**

- Manage the design, implementation and maintenance of data warehouse and integration solutions for the authority.
- Facilitate and coordinate gathering of information that results in the definition and documentation of business objectives, requirements and processes.
- Recommend and improve the Business Intelligence Solutions based on data

collected data needed.

- Lead the development and delivery of high quality predictive Modelling Solutions.
- Creation and development of Machine Learning Pipelines.
- Design and develop Artificial Intelligence models using Deep Learning Machine Learning, Supervised Learning, Unsupervised Learning and Re-enforcement learning.
- Creation of text analytics models such as Chatsbots and Sentiment analysis using NLP techniques and Machine Learning.
- Design and development of graph networks analytics models.
- Develop visualisations to make complex analysis accessible to a broader audience.
- Mentor and supervise data analytics team.
- Performs any other duties as assigned by superiors.

### **Job Skills and Competencies**

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity.
- Ability to interact with various departments such as Legal, Compliance, Audit and internal stakeholders in Information Technology.
- Good communication and interpersonal skills.
- Ability to work with minimum supervision.
- Good organisational, people and time management skills.

### **Qualifications and Experience**

- Degree in Information Systems or Computer Science/ Information Systems/ Business Studies & Computer Science or equivalent.
- Minimum of six (6) years' experience in the design of data warehousing, relational databases, ETL and front end tools.
- Deep knowledge and experience with SAP Hana or Microsoft SQL Server or

Oracle is required.

- Solid experience with at least one Data analytics tool in a commercial environment is a must.
- Certification in data warehousing or architect or related areas is a must.
- Experience in SAP Hana is an added advantage.
- Knowledge of Python, Pandas, Numpy, Jupyter notebooks, Keras, Tensorflow, Open CV and R is an added advantage.

## **ACCOUNTING ASSISTANT, FINANCE & ADMINISTRATION – LEVEL 11 (12 Posts)**

### **Key Responsibilities**

- Processing payments
- Monitoring the receipting systems
- Managing staff
- Accounts Maintenance (Temporary Deposit account, imprest account, Petty Cash and Debtors and Creditors accounts)
- Revenue reporting

### **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/ HND in Accounting or Finance or equivalent / Part C in CIS/ACCA/CIMA.
- At least (two) 2 years' experience in a similar environment.
- Thorough knowledge of SAP and / or ASYCUDA is a distinctive advantage.
- Knowledge of Excel is an added advantage.

## **CASHIER, FINANCE & ADMINISTRATION – LEVEL 13 (16 Posts)**

### **Key Responsibilities**

- Revenue Receipting
- Banking
- Cash office record maintenance
- Advisory services

### **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/HND in Accounting / Finance or equivalent / Part C in CIS/ACCA/CIMA.
- At least 1-year experience in a similar environment.
- Thorough knowledge of SAP and / or ASYCUDA is a distinctive advantage.
- Knowledge of Excel is an added advantage.

## **ASSISTANT ELECTRICIAN, ICT & INFRASTRUCTURE – LEVEL 10 (1 Post)**

### **Key Responsibilities**

- Carrying out new electrical Installations and up-grades.
- Routine maintenance of electrical infrastructure.
- Diagnosing faults and rectifying them.
- Data centre power management
- Servicing of tower, street and building lighting
- Solar system installation and commissioning
- Assist in x-ray inspection equipment functionality

- Preparing specifications of spares and equipment.
- Any other duties as assigned.

### **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**

- Class two (2) journeyman trade test certification.
- HEXCO NC / City and Guilds equivalence in Electrical Engineering.
- At least two years' experience in electrical installations and maintenance

## **ASSISTANT DIESEL PLANT FITTER, ICT & INFRASTRUCTURE – LEVEL 10 (1 Post)**

### **Key Responsibilities**

- Assist in planned maintenance of Plant, Machinery and Equipment.
- Attend to breakdowns 24/7
- Assist in Plant and Machinery repairs.
- Assist in installation of new Plant and Machinery
- Any other duties as assigned

### **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**

- HND in Diesel Plant Fitting or N.C in Heavy mechanics
- One-year experience in an earthmoving equipment workshops or mining environment.



- Class two (2) driver's licence
- Computer literacy.

## **REGISTRY SUPERVISOR, FINANCE & ADMINISTRATION\_LEVEL\_11 (5 Posts)**

### **Duties and Responsibilities**

- Ensures the systematic creation and capture of all records into the records management system.
- Ensures proper registration of new Business Partner applications and Data base maintenance.
- Mail Management.
- Controls and monitors the movement and usage of files and records
- Compliance Enforcement.
- Security of items and registers.
- Supervises registry staff.
- Compiles registry reports.
- Ensures that records are protected and preserved.
- Classifies and index records in all formats.
- Appraises records in both paper and electronic records environments
- Disposes records by either archiving or destruction in line with set procedures.
- Ensures that records are easily accessible when needed.
- Performs other duties as assigned.

### **Job Skills and Competencies**

- Ability to work under immense pressure and beyond stipulated hours.
- Knowledge of SAP and Microsoft Packages.
- Strong ICT and electronic records management skills.
- High degree of confidentiality.
- Knowledge of the National Archives of Zimbabwe (NAZ) Act and related records & information management legislation.
- Knowledge of evolving international best standards and trends in records and

information management.

- Good human skills.
- Meticulousness
- Capable of prioritising.
- Good problem-solving and decision making skills.
- Good analytical, administrative and organisational skills.
- Ability to communicate at all levels including influencing skills, especially when requiring colleagues to hand over records or to use the systems correctly.

### **Qualifications and Experience**

- A Degree in Information Sciences/ Records Management or equivalent.
- Five (5) O 'levels including English Language and Mathematics
- At least five (5) years working experience in a records environment.
- Experience in electronic records environment is an added advantage.
- Clean Class four (4) Driver's License.
- Accreditation or membership to a records and information management association is an added advantage.

## **REGISTRY CLERICAL ASSISTANT, FINANCE & ADMINISTRATION\_LEVEL\_13 (18 Posts)**

### **Duties and Responsibilities**

- Manages records in the records office
- Registers new Business Partner applicants
- Prepares registration confirmation letters notifying clients of registration
- Master data maintenance and update
- Classifies and index records.
- Opens new files.
- Allocates reference numbers on new cases and updates case registers.
- Maintains and updates all registry registers daily.
- Creates personal and interview selection files for all new employees.

- Retrieves and provides access to files and records as and when required.
- Archives or recommends destruction of files weekly.
- Records seizure reports and allocates reference numbers to them.
- Conducts file count and verifies statistics against system database.
- Preserves records
- Performs other duties as assigned.

### **Job Skills and Competencies**

- Ability to work under immense pressure and beyond stipulated hours.
- Knowledge of SAP and Microsoft Packages.
- High degree of confidentiality.
- Knowledge of the National Archives of Zimbabwe (NAZ) Act and related records & information management legislation.
- Good human skills.
- Meticulousness
- Capable of prioritising.
- Good analytical, administrative and organisational skills.

### **Qualifications and Experience**

- A Diploma in Information Sciences/ Records Management or equivalent.
- Five (5) O' levels including English Language and Mathematics
- At least two (2) years working experience in a records environment.
- Experience in electronic records environment is an added advantage.

## **PROCUREMENT ASSISTANT, PROCUREMENT MANAGEMENT UNIT–LEVEL 10 (3 POSTS)**

### **Duties and Responsibilities**

- Prepare order creation and placing the same with suppliers.
- Request for quotations for competitive bidding.
- Provide secretariat services and technical expertise to the lower Procurement

Committee.

- Ensure the thresholds are adhered to as governed in the Procurement Regulations.
- Coordinate with suppliers to ensure timely delivery.
- Assist in monitoring contracts with respect to performance, deliverables and contract expiration dates.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to the warehouse on time.
- Attend to open purchase requisitions in fulfilment of purchase orders.
- Monitor performance for competitive bidding

### **Job Skills and Competencies**

- Ability to work under immense pressure and beyond stipulated hours.
- Knowledge of SAP and Microsoft Packages.
- Good organisational, people and time management skills and sound knowledge of public procurement management.
- Good communication and strong interpersonal skills.
- A team player who is innovative and analytical

### **Qualifications and Experience**

- A degree in Procurement & Supply Management is a must.
- Knowledge of SAP is a must.
- Working towards attaining CIPS membership is an added advantage.
- At least one (1) year working experience in Public Procurement environment

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**Please note that only shortlisted applicants will be responded to and females are encouraged to apply.**



