

Vacancy Advert Closing on 24 September 2016

## **VACANCY NOTICE**

**Applications are invited from suitably qualified and experienced persons to fill the following posts that have arisen within the Zimbabwe Revenue Authority (ZIMRA).**

### **LEGAL OFFICERS – LEVEL 8 (2 POSTS)**

#### **Responsibilities:**

- Representing ZIMRA in litigation cases in all Courts of law and other fora where legal representation may be required
- Consulting the Registrar of the Fiscal Appeals Courts on the setting down of cases that are pending before the Fiscal Appeals Courts
- Analysing Court decisions involving ZIMRA and providing legal advice on the future course of action to be taken
  - Maintaining and updating a register of all litigation cases
  - Monitoring and evaluating the performance of ZIMRA's external lawyers
  - Providing legal advice on issues affecting ZIMRA's operations, including criminal matters
    - Any other duties as may be assigned by the Head Litigation from time to time.

#### **Qualifications and Experience:**

- v Bachelor of Laws Honours Degree
- v Computer literacy
- v At least 5 (five) years' experience in a litigation environment
- v Knowledge of Zimbabwean Tax, Customs and Labour laws an added advantage
- v High levels of analytical skills
- v Clean class 4 Driver's license and a defensive driving certificate
- v Knowledge of SAP is an added advantage.

#### **Other Attributes:**

- v Ability to work under pressure
- v Ability to communicate at all levels
- v Ability to work both independently and as part of a team

- v Unquestionable integrity.

## **SYSTEMS DEVELOPER-LEVEL 9 (2 POSTS)**

### **Responsibilities:**

- v Preparing and customising programme specifications and developing coding logic flow charts
- v Participating in all phases of development projects including definition, analysis and design
- v Designing and developing user interfaces to internet/intranet applications
- v Designing, coding and testing new web software applications
- v Using Java.NET to create and customise systems functionality
- v Designing and developing report outputs as specified by users
- v Researching and troubleshooting reported problems
- v Establishing check points at regular intervals with supervisor to verify accuracy system code
- v Utilising established development tools, guidelines and conventions including but not limited to Visual Studio, BIZ Talk, Java, ASP.NET, SQL Server, HTML, CSS, JavaScript, and C# VB.NET
- v Complying with project standards and processes related to producing high quality web-based applications
- v Maintaining existing software systems by identifying and correct software defects
- v Supporting users by developing and maintaining documentation and assistance tools
- v Participating in technical discussions and/or presentations
- v Any other duties as assigned by Systems Development Manager.

### **Qualifications and Experience:**

- v BSc in Computer Science or equivalent
- v Java certification is an added advantage

- v Deep knowledge of the .Net 3.5/4.0 Framework, including Visual Studio 2008 VB.NET, ASP.NET, ASMX and WCF Web Services, ADO.NET and Java
- v Code optimisation techniques
- v At least three (3) years working experience in programming.

**Other Attributes:**

- v Self-starter with ability to work under pressure and long hours
- v Ability to communicate at all levels
- v Ability to work both independently and as part of a team
- v Unquestionable integrity.

**DATABASE ADMINISTRATOR - LEVEL 9 (1 POST)**

**Responsibilities:**

- v Installing, updating and upgrading database management system
- v Preparing and configuring database environment for application installation
- v Participating in application modelling walk-throughs to review entity relationship diagrams and process diagrams for conformance standards and completeness of requirements
- v Recommending database management systems and hardware platforms to be used in system implementations
- v Assigning and controlling names used for the various portions of database including transaction codes, elements, tables, records, schema and sub schema
- v Ensuring adequate security safeguards are in place to control access to all databases
- v Allocating disk space for new data tables and monitor space utilisation for existing data tables
- v Creating and maintaining documentation of database errors and solution to help resolve future problems
- v Preparing periodic reports on the status of all database systems and database usage.
- v Performing workload analysis and memory management on database and application systems

- v Monitoring performance and updating parameters to provide fast query responses to front-end users
- v Implementing and managing Oracle tools and technology including but not limited to ASM, FRA, Flashback database and RMAN
- v Performing daily backup operations, ensuring all required database schemas are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary
- v Writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
- v Any other duties as assigned by Systems Development Manager.

**Qualifications and Experience:**

- v Degree in Computer Science or Information Technology
- v Oracle OCA/OCP certified
- v At least two (2) years working experience in database administration.

**Other Attributes:**

- v Self-starter with ability to work under pressure and long hours
- v Ability to communicate at all levels
- v Fluency in English and working knowledge of Shona and Ndebele
- v Ability to work both independently and as part of a team
- v Unquestionable integrity
- v Self-motivated.

**BUSINESS INTELLIGENCE DEVELOPER-LEVEL 9 (2 POSTS)**

**Responsibilities:**

- v Design, plan and implement responsive and adaptable self-service Business Intelligence solutions
- v Configure, deploy and maintain data warehouse star schema including support for Extract Transform and Load (ETL) processes for data feeding in and/or out of warehouse

- v Write relational and multidimensional database queries
- v Work with different Functional Units to understand create and deploy required standards reports, dashboard and other components
- v Manage and execute ad-hoc reports, dashboards and business analysis
- v Debug, monitor and troubleshoot Business Intelligence Solutions
- v Manage multiple competing priorities simultaneously and implement projects to completions
- v Adhere to standards and perform post-implementation quality audits
- v Monitor business intelligence system loads and process chains
- v Solve technical and functional problems to ensure timely delivery
- v Capable of handling end user training to better use the existing Business Intelligence Infrastructure
- v Compile and maintain system documentation.

### **Qualifications and Experience:**

- v Degree in Computer Science or Information Technology
- v Business Intelligence Certification (Oracle/SAP) an advantage
- v At least two (2) years working experience building complex analytical processes using Oracle Business Intelligence Enterprise Edition (OBIEE) 11g or SAP Business Objects Business Intelligence (BI).

### **Other Attributes:**

- v Self-starter with ability to work under pressure and long hours
- v Ability to communicate at all levels
- v Ability to work both independently and as part of a team
- v Unquestionable integrity
- v Self-motivated

- v Fluency in English and working knowledge of Shona and Ndebele.

## **INTEGRATION DEVELOPER -LEVEL 9 (2 POSTS)**

### **Responsibilities:**

- v Build and maintain the organisation's Service-Oriented Architecture (SOA)
- v Design business and technical architecture to align with the functional requirements
- v Translate business/user requirements into required configurations and customisations in Dynamics CRM
- v Design, build, and maintain efficient, reusable, and reliable system code
- v Implement end to end data integration solutions using Microsoft Biz Talk or any other integration tool as approved by management
- v Conduct Unit Testing and assist in User Acceptance Testing
- v Responsible for the resolution of issues affecting the BizTalk environment
- v Utilise established development tools, guidelines and conventions including but not limited to ASP.NET, SQL Server, HTML, CSS, JavaScript, and C#/VB.Net
- v Compile and maintain system documentation
- v Perform backup operations on application code and orchestrations, ensuring all code is successfully backed up to the appropriate media recovery tapes or disks are created, and media is recycled and sent off-site as necessary
- v Perform system restore and recovery procedures
- v Any other duties as assigned by ICT Manager-Systems Development.

### **Qualifications and Experience:**

- v Degree in Computer Science or Information Technology
- v Microsoft Certified Solutions Developer (MCSD): Web Applications/Share Point Applications an advantage
- v Microsoft BizTalk Server certification an advantage
- v At least two (2) years working experience with Microsoft Dynamics CRM customisation, .Net integration and Microsoft Biz Talk.

**Other Attributes:**

- v Self-starter with ability to work under pressure and long hours
- v Ability to communicate at all levels
- v Ability to work both independently and as part of a team
- v Unquestionable integrity
- v Self-motivated.

**INFRASTRUCTURE ADMINISTRATOR – LEVEL 9 (2 POSTS)****Responsibilities:**

- v Performing software and hardware installations
- v Configuring and upgrading operating systems and software
- v Maintaining ICT Infrastructure
- v Performing security measures on ICT systems accessibility
- v Adhering to general ICT security rules and policies
- v Implementing recommended access to server rooms, computer rooms and development rooms
- v Participating in systems analysis and design
- v Assisting in instructing ZIMRA staff in the use of standard business administrative software, including MS Office applications, database management; and provide instruction or written documentation
- v Troubleshooting problems with computer systems, hardware and software and making repairs and corrections where required
- v Assisting with the planning, design, research and acquisition/procurement of new or upgraded hardware and software systems
- v Maintaining current inventory registers of hardware, software, network technology and recommending modifications as necessary
- v Any other duties as assigned by the Manager – ICT Infrastructure.

**Qualifications and Experience:**

- v A degree in Computer Science/Information Technology or equivalent
- v Certificate in Hardware and PC maintenance will be a distinct advantage
- v Microsoft / UNIX certification or equivalent will be an added advantage
- v Demonstrable high level of computer literacy
- v Knowledge of ASYCUDA and SAP is an added advantage
- v A minimum five (5) years' experience in an ICT systems administration and support environment
- v Clean class 4 driver's licence a must.

**Other Attributes:**

- v Self-starter with ability to work under pressure and long hours
- v Ability to communicate at all levels
- v Ability to work both independently and as part of a team
- v Unquestionable integrity.

**NETWORK ADMINISTRATOR-LEVEL 9 (2 POSTS)****Responsibilities:**

- v Designing of Local Area Networks and Wide Area Networks for ZIMRA
- v Implement and use network monitoring systems to ensure acceptable network uptime and network performance tuning
- v Maintain documentation of network infrastructure
- v Carry out network firewall installations and configurations
- v Enhance communication security including telecom, Intranet and Internet security
- v CISCO and non-CISCO routers security configurations
- v IP security configurations



- v Design network maintenance schedules and implement such
- v Troubleshoot and support networks
- v Liaise with webmaster on updating and accessibility of the ZIMRA Website
- v Complimenting support of MS Exchange e-mail and Internet support
- v Network vendor management and ensuring subscriptions are up-to-date
- v Participation in System Analysis and Design
- v Research and Development of relevant security systems and network enhancements
- v Any other related duties that may be assigned by Manager – ICT Infrastructure from time to time.

#### **Qualifications and Experience:**

- v BSc in Computer Science or Information Technology or MIS or equivalent
- v Certificate in vendor networking technologies (i.e. Cisco certification) is a distinct advantage
- v At least five (5) years working experience managing the network infrastructure
- v Knowledge of telecommunication will be an added advantage
- v Clean class 4 driver's licence is a prerequisite.

#### **Other Attributes:**

- v Self-starter with ability to work under pressure and long hours
- v Ability to communicate at all levels
- v Ability to work both independently and as part of a team
- v Unquestionable integrity
- v Self-motivated.

#### **HARDWARE SUPPORT OFFICERS -LEVEL 10 (3 POSTS)**

#### **Responsibilities:**

- v Installing, configuring, upgrading hardware and software for all ZIMRA computers, laptops and peripheral equipment
- v Assisting with the planning, designing, research and acquisition of new/upgraded hardware systems
- v Maintenance of ICT equipment
- v Maintaining current inventory of hardware and software
- v Implementing and ensuring that contingency systems are in place
- v Implementing disaster recovery plans with DBA and Infrastructure Administrators
- v Reporting and following up on faulty hardware
- v Compiling and submitting monthly vendor Hardware/Software usage reports
- v Any other functions as assigned by Systems Administration and Hardware Supervisor.

**Qualifications and Experience:**

- v A degree in Computer Science or Information Technology or MIS or equivalent
- v Certificate in Hardware and PC Maintenance is a distinct advantage
- v MSCE/Unix certification an added advantage
- v Demonstrated high levels of computer literacy a must
- v Knowledge of ASYCUDA and SAP is an advantage
- v At least three (3) years working experience in an IT Hardware maintenance environment
- v A clean Class 4 driver's licence a must.

**Other Attributes:**

- v Self-starter with ability to work under pressure and long hours
- v Ability to communicate at all levels
- v Ability to work both independently and as part of a team
- v Unquestionable integrity.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by not later than **24 September 2016**, in envelopes clearly indicating the position being applied for. Applications should be addressed to:

The Director Human Resources and Administration

Zimbabwe Revenue Authority

6<sup>th</sup> Floor ZB Centre

Cnr. First Street/Kwame Nkrumah Avenue

P.O. Box 4360

**HARARE**

**Kindly Note:**

The Zimbabwe Revenue Authority is an equal opportunity employer.