

VACANCY NOTICE

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

AUDITS MANAGER/TECHNICAL SUPPORT MANAGER, DOMESTIC TAXES – LEVEL 7 (5 POSTS)

Key Responsibilities

- Formulates strategies to identify revenue sources,
- Plans and authorises implementation of revenue generation projects.
- Reviews revenue performance reports and verifies the correctness of revenue reports and accounts against each tax head.
- Reviews revenue generation and collection strategies in line with revenue performance compared to targets.
- Checks and consolidates weekly, monthly, quarterly and annual reports.
- Reviews objections, court cases and tax rulings.
- Carries out cost benefit analysis on all proposed projects before implementation.
- Allocates approved budget to expenditure items.
- Monitors and review expenditure ratios and patterns and approves measures to minimize cost of collection.
- Approves/releases in SAP staff provisions/purchase requisitions and maintenance orders.
- Receives progress reports from supervisors and gives guidance to audit operations.
- Implements audit recommendations daily
- Conducts systems reengineering and makes recommendations.
- Designs and implements sub region audit plans.
- Reviews position papers submitted by managers.
- Reviews Business Continuity Plan (BCP) and service level agreements (SLA).

Job Skills and Competencies

- Ability to work under pressure,
- Ability to communicate at all levels,
- Ability to work both independently and as part of a team,
- Unquestionable integrity,
- Computer literacy

Qualifications and Experience

- A degree in Accounting/Economics/Business Studies/ Finance/Fiscal Studies/Commerce/Law / Social Science or Arts.
- At least 5 (five) years' work experience in a Domestic Taxes environment in at a supervisory level is a prerequisite.
- Thorough knowledge of Domestic Taxes legislation and procedures.
- An MBA/MSc is an added advantage.
- Knowledge of the SAP system is a prerequisite.

TECHNICAL SUPPORT OFFICER, DOMESTIC TAXES – LEVEL 9 (27 POSTS)

Key Responsibilities

- Compiles periodic and other section reports.
- Identifies shortcomings in existing operational procedures and proposes corrective action as per relevant statutes.
- Identifies staff training needs and recommends/offer appropriate training,
- Participates in breakfast meetings with clients on specific areas of procedures, cooperation and technical updates.
- Participates in the analysis and evaluation of revenue performance to identify causes of positive or negative performance.
- Participates in risk based revenue mobilisation processes and activities.
- Participates in the review of tax legislation and other statutes administered by the Authority.
- Review objections, court cases and tax rulings.
- Updates educational and reference materials and technical handbooks.
- Creates and maintains national databases.
- Researches on economic and fiscal matters for policy formulation.

Job Skills and Competencies

- Ability to work under pressure,
- Ability to communicate at all levels,
- Ability to work both independently and as part of a team,
- Unquestionable integrity,
- Computer literacy

Qualifications and Experience

- A degree in Accounting/Economics/Business Studies/Finance/Fiscal Studies/Commerce/Law / Social Science or Arts.
- At least five (5) years post traineeship work experience in a Domestic Taxes environment is a prerequisite.
- Thorough knowledge of Domestic Taxes legislation and procedures
- Knowledge of the SAP system is an advantage.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **6 October 2023**, 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 that only shortlisted applicants will be responded to and females are encouraged to apply.

