

## VACANCY NOTICE

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

### **REGIONAL HUMAN CAPITAL OPERATIONS MANAGER – HUMAN CAPITAL – LEVEL 5 (2 POSTS)**

#### **Key Responsibilities**

- Contributes to the development of the Authority’s Human Capital and business strategy
- Oversees project management e.g. has oversight on human capital processes improvement projects.
- Crafts the Human Capital budgets and monitors expenditure in line with the available budget and strategic goals of the Authority
- Develops Human Capital plans for the Region.
- Researches the best practices in terms of Human Capital policies, procedures and systems and recommends changes to the Director Human Capital.
- Recommends the organisational structure to the Director Human Capital in liaison with Divisional Heads and other Senior Human Capital Manager
- Monitors staffing levels for the Region and recommends headcount requirements to the Director Human Capital in liaison with Divisional Heads and other Senior Human Capital Managers
- Oversees the recruitment and selection processes for the assigned Region
- Ensures data capturing and monitors the maintenance of accurate staff records, both in the HR SAP system and other manual ad hoc systems.
- Ensures timely submission of correct payroll inputs for processing for the assigned Region
- Oversees the implementation of employee assistance programs such as ZIMRA’s funeral assistance scheme and the ZIMRA’s staff loan scheme
- Advises the Authority on the industrial relations climate.
- Ensures that Works Council, NEC and CBN meetings are conducted.
- Facilitates ZIMRA's disciplinary and grievance handling processes, ensuring adherence to the ZIMRA code of conduct.
- Maintains and improves safety, health, and environmental (SHE) standards across the region

#### **Job Skills and Competencies**

- Knowledge of industrial relations and labour law.
- Good interpersonal and communication skills.
- Good counselling skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good report writing skills.

- Good negotiation skills.

### Qualifications and Experience

- A first degree in Psychology, Human Resources or Business-related field is a prerequisite
- Master's Degree in Business or Social Science is an added advantage
- At least five (5) years' experience in human resources management at managerial level.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **19<sup>th</sup> December 2024**, 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  
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.**

