



## **VACANCY CIRCULAR NUMBER 01 OF 2016**

Applications are invited from suitably qualified and experienced professionals for the following positions:-

### **POST 1**

**JOB TITLE** : **SENIOR ANALYST {MACRO-ECONOMIC POLICY}**  
**LOCATION** : **BUDGET OFFICE**  
**GRADE** : **DEPUTY DIRECTOR LEVEL**  
**REPORTS TO** : **ASSISTANT CLERK {COMMITTEES}**

### **DUTIES**

- ❖ Analyse macro-economic performance;
- ❖ Integrate the macro-economic effects of fiscal policy into macro-economic framework;
- ❖ Ensure that information for the production of the short term and long term economic forecasts is collected;
- ❖ Analyse the implications of the annual macro-economic plan of government;
- ❖ Co-ordinate the collection of information for the analysis of the public and external debt of the country;
- ❖ Analyse and research on the trends in private savings and investments including foreign direct investments;
- ❖ Conduct research and analyse the effects of new legislation on economic performance and recovery;
- ❖ Conduct studies on any other sectoral topical issues of interest to Parliament and the Portfolio Committees; and
- ❖ Any other duties as may be assigned.

## **QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- ❖ A Bachelor of Science Economics Degree and a Master's Degree in Economics
- ❖ At least 7 years post-qualification experience
- ❖ Expert knowledge in the analysis of tax proposals from Ministries
- ❖ Excellent time management and organisational ability
- ❖ Ability to multi-task and meet constant deadlines
- ❖ Willingness to work long hours, when necessary
- ❖ Knowledge of operations of Parliament
- ❖ Membership of a registered professional body

## **POST 2**

**JOB TITLE** : **SENIOR ANALYST {ACCOUNTING AND AUDITING}**

**LOCATION** : **BUDGET OFFICE**

**GRADE** : **DEPUTY DIRECTOR LEVEL**

**REPORTS TO** : **ASSISTANT CLERK {COMMITTEES}**

## **KEY DUTIES**

- ❖ Analyse audit reports submitted to Parliament by the Auditor- General (AG);
- ❖ Train and assist the Public Accounts Committee (PAC) to analyse audited reports from the Auditor- General and follow-up implementation of recommendations made;
- ❖ Train Members in value-for-money audits and the interpretation and analysis of such reports from the AG;
- ❖ Sensitise Members on the key provisions of the Public Finance Management Act And the Audit Office Act;
- ❖ Analyse monthly and quarterly consolidated financial statements from various ministries and government departments on behalf of Portfolio Committees;
- ❖ Train Members of the PAC on international accounting standards applicable to public sector financial reporting requirements;
- ❖ Assist the PAC with background research in order to justify requests for special reports by the AG;
- ❖ Assist Members draft motions and ask more informed questions related to accounting and auditing during Question Time; and
- ❖ Any other relevant duties as may be assigned.

## **QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- ❖ An Accounting Degree from a recognised university
- ❖ At least 7 years post qualification experience
- ❖ Expert-level analytical and financial modelling skills
- ❖ Excellent presentation skills
- ❖ Ability to influence and persuade
- ❖ Knowledge of ERP systems and related technologies

- ❖ Excellent time-management and organisational ability
- ❖ Ability to multi-task and meet constant deadlines
- ❖ Willingness to work long hours, when necessary
- ❖ Knowledge of operations of Parliament
- ❖ Membership of a registered professional accounting body

## **COMPENSATION**

Details pertaining to remuneration, leave conditions and other benefits will be disclosed to short-listed candidates.

Applications together with curricula vitae, copies of certified educational and professional certificates, three referees and their contact details should be sent to:-

Clerk of Parliament  
P. O Box CY 298  
Causeway  
Harare

by no later than **Monday 07 March 2016.**