

## VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the following posts that have arisen within the Zimbabwe Revenue Authority (ZIMRA), an equal opportunity employer:

### EXECUTIVE SECRETARY - LEVEL 11 (2 posts)

1. Reporting to Commissioner General
2. Reporting to Regional Manager: Region 1, Environs

#### Responsibilities:

- Managing the respective manager's office and diary
- Handling highly confidential information
- Making travel arrangements and bookings
- Typing confidential documents
- Filing documents, receiving and making calls
- Photocopying confidential documents for the respective manager
- Arranging meetings for the respective manager
- Any other duties as may be assigned

#### Qualifications:

- 5 'O' Levels, including English Language and Mathematics or Accounts
- Higher National Diploma in Secretarial Studies or equivalent
- At least two years working experience in a secretarial position
- Knowledge of Ms Excel and Ms Word
- Good communication skills
- Knowledge of SAP is an added advantage
- Possession of a driver's licence is an added advantage

**Other Attributes:**

- Self-starter with ability to work under pressure and beyond stipulated hours
- Good communication and people skills
- Well-cultured and ability to keep confidentiality
- Good organisational and time management skills

**CLERICAL ASSISTANT, ACCOUNTS - LEVEL 13 (1 POST)**

**Responsibilities:**

*Receivables*

- ❖ Confirming payments made through the bank
- ❖ Verifying payments under different tax heads
- ❖ Extracting revenue reports from SAP and ASYCUDA
- ❖ Checking in the system for any revenue mis-postings
- ❖ Balancing receipts and cash according to tax heads
- ❖ Balancing cash and bank credit slips according to currencies
- ❖ Banking all revenue collections
- ❖ Reporting all shortfalls or queries to the supervisor

*Payables*

- ❖ Verifying invoices for payments
- ❖ Completing RTGS or internal funds transfer for payments
- ❖ Processing of approved payments through PAYNET
- ❖ Preparing documents for reimbursements of funds
- ❖ Maintaining petty cash float
- ❖ Processing of approved travel and subsistence claims

**Qualifications and Experience:**

- ❖ 5 'O' Levels including English Language, Mathematics or Accounts
- ❖ A degree or HND in Accounting/Finance/Business Studies or equivalent
- ❖ Knowledge of SAP and ASYCUDA World
- ❖ Minimum of two (2) years working experience in an accounting environment
- ❖ Familiarity with Microsoft programmes such as Ms Excel and PowerPoint is an added advantage

**Other Attributes:**

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

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by not later than **Friday, 3<sup>rd</sup> February 2017** in envelopes clearly indicating the position being applied for. Applications should be addressed to:

**The Acting Director: Human Resources & Administration**

Zimbabwe Revenue Authority

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

Cnr. First Street/Kwame Nkrumah Avenue

P. O. Box 4360

**HARARE**