

JOB OPPORTUNITIES

In line with our corporate priorities aimed at ensuring optimization of revenue collection and increased tax compliance on one hand and the need to effectively manage the numerous challenges and opportunities in the fast-changing business environment on the other, we are seeking highly motivated, result-oriented, well-qualified and experienced professionals to fill the following Senior Management vacancies:

1. ASSISTANT DIRECTOR- ICT SECURITY AND QUALITY ASSURANCE GRADE ZRA03 (1 POSITION)

PURPOSE

Reporting directly to the Director Information Communications Technology (ICT), the job holder will be responsible for supporting the ZRA business through the provision of timely, cost effective, efficient and professional ICT Quality Assurance and Security through consultation, agreements and research, with ZRA ICT, Divisions and service providers. This includes protecting the confidentiality, availability and integrity of information and maintaining the technical mechanisms of legitimate access to it.

DUTIES & RESPONSIBILITIES

- Preparing of the Security and Quality Assurance section inputs to the annual budget;
- Making recommendations to the organization about ICT Security and Quality Assurance to align it with the prevailing ICT Department strategies and objectives;
- Establishing and managing the strategy and implementation of ICT security for all ICT systems;
- Planning ICT Security and Quality Assurance systems;
- Designing ICT Security and Quality Assurance systems;
- Implementing ICT Security and Quality Assurance systems;
- Coordinating, maintaining and enforcing the ICT Departments standards, policies and procedures;
- Ensuring that all existing ICT systems are properly licensed;
- Ensuring adherence to ICT standards, policies and procedures by all business units, service providers and consultants;
- Ensuring effective documentation and distribution of ICT standards, policies and procedures;
- Establishing, maintaining and implementing the methodologies, standards, procedures, policies and process for protecting information;
- Ensuring the information protection activities, procedures and systems are regularly monitored and assessed;
- Reviewing the disaster recovery scenario simulations of all ICT systems;
- Conducting information security awareness and training for business units;
- Managing the direction and scope of the quality assurance process for all IT systems;
- To establish, maintain and implement the methodologies, standards, procedures, policies and process for quality assurance at all stages of the ICT systems life-cycle;
- Ensuring all ICT systems are quality and security assured;
- Ensuring all ICT business recovery activities, facilities and plans are quality assured;
- Enhancing and perform quality assurance awareness and training for business units.
- Reviewing the efficiency of the help desk function to achieve its role as a single point of contact for fault resolution;
- Reviewing the performance of the help desk system;
- Implementing a Service Desk; and
- Conducting research on the latest and/or most effective ICT security and quality assurance trends.

REQUIREMENTS

- Grade Twelve School Certificate/General Certificate of Education Equivalent;
- Degree in Computers or equivalent;
- Relevant Qualifications in ICT Security;
- Relevant Certification in ICT Governance;
- Minimum of five (5) years' relevant post-qualifying work experience in the Information and Communication Technology profession with (two) 2 years at managerial level;
- Must have worked in their current position for a minimum of one year six months; and
- Master's Degree in a relevant field will be an added advantage.

OTHER SKILLS AND ATTRIBUTES

- High level of integrity;
- Good personal organisation;
- Conceptual skills;
- Analytical skills;
- Decision making skills;
- Planning and organizing skills;
- Leadership and coaching skills;
- Time management skills; and
- Interpersonal skills.

2. ASSISTANT DIRECTOR - BUILDINGS AND PROJECTS - ZRA03 (1 POSITION)

PURPOSE

Reporting directly to the Director-Administration, the job holder will be responsible for developing new infrastructure and maintenance of existing ZRA installations and estates in order to improve the work environment and increase revenue collection.

DUTIES & RESPONSIBILITIES

- Controlling directly the lands, buildings and maintenance budget;
- Developing and maintaining of new and existing infrastructure;
- Preparing infrastructure drawings and bills of quantities for tender and construction;
- Managing all operational aspects of the construction projects of ZRA and ensure that all operational activities concerned with the same are properly executed to meet agreed performance standards;
- Preparing and controlling of maintenance and buildings Capital Expenditure Budget;
- Managing the projects and maintenance budget and ensure that forecasts and expenditure address priority requirements as may be necessary to meet agreed vents and services of the Authority;
- Co-ordinating activities and ensure that all ZRA offices and residential compounds receive adequate attention with reference to maintenance of buildings, water, waste water, electricity supply, general physical security and any matters;
- Liaising with Government Ministries in particular Ministry of Infrastructure, Housing and Urban Development in the construction of new border infrastructure;
- Supervising contractors to ensure that projects are completed on time and within budget and ensure quality works;
- Obtaining all consents from Local Authority required for construction of the projects in order to develop new infrastructure and comply with the law;
- Placing clear contractual obligations on all parties including designers, contractors and sub-contractors to comply with the programme;
- Servicing the firefighting equipment and fire alarm system to ensure that they are in good working condition;
- Superintending upon project investigations, preparation of tender documents, calling and awarding of tenders for in-house projects;
- Delegating sufficient authority and control to those who are responsible for work to enable them perform their duties; and
- Establishing management structures with good lines of communications and clearly defined responsibilities.

MINIMUM REQUIREMENTS

- Grade 12 School Certificate or General Certificate of Education (GCE) equivalent;
- Bachelor of Civil Engineering/ Bachelor of Building Science;
- Minimum five (5) years relevant post qualifying work experience in Project Management or Construction Management with two (2) years at middle management level;
- Master's Degree in a relevant filed will be an added advantage.
- Must be a valid member of the Engineering Institute of Zambia (EIZ).

OTHER SKILLS AND ATTRIBUTES

- High level of integrity;
- Attentive and observant;
- Pleasant and friendly personality;
- Principled and well cultured;
- Planning and organizing skills;
- Excellent Communication skills;
- Analytical skills;
- Report writing skills;
- Negotiation skills;
- Contracts administration skills;
- Computer literacy; word, Excel, Microsoft Project, Auto Card; and
- Interpersonal skills

Only candidates meeting the above role specifications and competencies should apply by attaching a detailed Curriculum Vitae which should include details of town of residence, contact phone numbers/email addresses, date of birth, NRC number, three work related referees with their contact numbers and email addresses.

Kindly attach only relevant copies of your certified academic/professional qualifications and a copy of NRC, Day time and reachable telephone and/or mobile numbers/email addresses should be clearly stated and ensure they are saved in one file.

Applications should be submitted to the provided email address below not later than Friday, 12th January, 2024. Note that hard copy applications will not be accepted.

Email: Careers2024@zra.org.zm

Please include the following address in your application:

**The Director Human Resource
Zambia Revenue Authority
P. O. Box 35710
LUSAKA**

Call Centre

☎ 4111

✉ advice@zra.org.zm
www.zra.org.zm