

**ZAMBIA REVENUE AUTHORITY**

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| **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 and well-qualified and experienced professionals to fill the following vacancies in Zambia Revenue Authority.

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| 1. **ICT OFFICER- COMMUNICATIONS SUPPORT(RADIOS) - ZRA06**

**(1 POSITION)**  |

Reporting directly to the Senior ICT Officer – Communications Support (Voice), the job holder is expected to effectively support the ZRA business through the provision of timely, cost effective, efficient and professional I.T. communication services through consultation, agreements and research, with customers and service providers by developing and implementing I.T strategies, standards and procedures for the purpose of achieving corporate goals.

**MAIN DUTIES/ACCOUNTABILITIES**

* To ensure that the VHF and HF Radio systems are operational.
* To reprogram all radio equipment on new channels,
* To ensure that there are no intruders on ZRA channels
* To supervise radio operators
* To train radio operators
* Effective utilization of communications equipment accessories, service manuals, essential tools and spares
* To repair VHF and HF Radio equipment and their accessories
* To conduct routine maintenance on VHF and HF communications equipment
* To undertake installations of VHF and HF Radio systems.
* To undertake configuration of VHF and HF Radio systems
* Carrying out research on latest IT Radio communications trends in the world and providing advice and recommending direction to IT management on IT communication matters

**MINIMUM REQUIREMENTS**

* Grade Twelve (12) School Certificate or General Certificate of Education Equivalent
* Minimum of Bachelor’s Degree in Telecommunications/Electronics or equivalent
* Not less than two years experience in the ICT profession

**OTHER SKILLS AND ATTRIBUTES**

* Analytical Skills
* ICT Technical skills
* Oral Communication skills
* Written communication skills
* Problem solving skills
* Computer literacy

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| 1. **ICT OFFICER- SECURITY AND QUALITY ASSURANCE- ZRA06**

**(1 POSITION)**  |

Reporting directly to the IT Manager-Security and Quality Assurance, the job holder is expected to effectively support the ZRA business through the provision of timely, cost effective, efficient and professional I.T. Security and Quality Assurance through consultation, agreements and research, with ZRA IT, Divisions and service providers. This includes protecting the confidentiality, availability and integrity of information and maintaining the technical mechanisms of legitimate access to it.

**MAIN DUTIES/ACCOUNTABILITIES**

* To quality assure all IT systems.
* To quality assure all IT business recovery activities, facilities and plans.
* To implement quality assurance methodologies, standards, procedures and policies to achieve business objectives
* To carry out quality assurance awareness and training for business units
* To ensure that all existing IT systems are properly licensed.
* To ensure adherence to IT standards, policies and procedures by all business units, service providers and consultants.
* To ensure effective documentation and distribution of IT standards, policies and procedures
* To carry out research on the latest and/or most effective IT Security and Quality Assurance trends

**MINIMUM REQUIREMENTS**

* Grade Twelve (12) School Certificate or General Certificate of Education Equivalent
* Minimum of Degree in Computers or equivalent
* Not less than two years experience in the ICT profession

**OTHER SKILLS AND ATTRIBUTES**

* Analytical Skills
* ICT Technical skills
* Oral Communication skills
* Written communication skills
* Problem solving skills
* Computer security and quality assurance skills
* Risk Analysis Skills

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| 1. **ICT OFFICER- IT ANALYST/PROGRAMMER,DOMT SYSTEMS- ZRA06 (1POSITION)**
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Reporting directly to the Senior ICT Officer – Analyst/Programmer, the job holder is expected to develop where prescribed, computer systems in ZRA and to ensure their services and facilities meet business needs through integration of various systems as well as to provide support for any outsourced systems.

**MAIN DUTIES/ACCOUNTABILITIES**

* Carry out system development and implementation for systems that will assist in achieving a sustainable increase in revenue collection
* Document all systems developed according to system development standards and ensure that the accepted methodology is followed.
* Strengthen existing information systems to enhance efficiency, coordination and complete integration between various ZRA systems
* Develop and implement IT systems development standards and procedures
* Ensure that system enhancements are effected as prescribed
* Ensure that system amendments are tested before installation

**MINIMUM REQUIREMENTS**

* Grade Twelve (12) School Certificate or General Certificate of Education Equivalent
* Degree in Computer Science or equivalent
* Not less than three years experience in the Information and Communication Technology profession

**OTHER SKILLS AND ATTRIBUTES**

* Analytical Skills
* Information Technology technical skills
* Computer literacy
* Oral and written Communication skills
* Problem solving skills
* Planning Skills

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| 1. **PROCUREMENT OFFICER -GRADE ZRA05**  **(1 position)**
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Reporting to the Procurement Controller, the job holder will be responsible for the day to day operations of the procurement activities through timely sourcing of goods, services, works and consulting services in order to meet organizational requirements.

**MAIN DUTIES/ACCOUNTABILITIES**

* Preparation of bidding documents for goods, works and consultant services in accordance with the approved procurement plan for review by the Procurement Controller;
* Preparing evaluation reports and procurement committee paper;
* Undertaking of market research to ensure purchases are sourced from the most competitive source;
* Preparing and drafting of contracts for goods, works and services;
* Ensuring that all procurement records are properly kept and up to date;
* Timely preparation of periodic and adhoc procurement reports as required;
* Administering tender closing and opening and preparing tender opening reports;
* Ensuring timely matching and verification of supplier and service provider’s; invoices in the SAP system for onward transmission to Finance Department;

**REQUIREMENTS**

* Bachelor’s Degree in Procurement;
* Grade 12 ‘O’ level Certificate;
* Member of Zambia Institute of Purchasing and Supply with a valid practicing License.
* At least 3 years relevant post-qualifying experience;

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**OTHER SKILLS AND ATTRIBUTES**

* Knowledge of the Public Procurement guidelines;
* Report writing skills;
* Team-participation;
* Analytical , communication and interpersonal skills
* Self-motivation;
* High level of integrity; and
* Knowledge of relevant computer applications

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| 1. **personal secretary - ZRA07 (2 POSITIONS)**
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Reporting directly to the office of the Assistant Director, the job holder will be responsible for providing Secretarial Services to the office of the Assistant Director.

**MAIN DUTIES/ACCOUNTABILITIES**

* Drafting and typing Memorandums, Letters and any other communication.
* Responsible for maintaining a sound filing system for correspondence and other documents held in the office of the Assistant Director.
* Receiving, recording, monitoring and co-coordinating business correspondence from taxpayers and other units within Zambia Revenue Authority.
* Receiving and screening of visitors and business and personal telephone calls received.
* Responsible for procurement of beverages for Assistant Director’s office.
* Fixing appointments for Assistant Director.
* Scanning/Photocopying copies for Assistant Director’s Office.
* General office management.
* Any other duties as assigned by the Assistant Director

**REQUIREMENTS**

* Grade twelve (12) School Certificate or Equivalent
* Minimum Typing and Shorthand speeds 55 / 100 wpm respectively
* Advanced Certificate in Secretarial/Personal Secretary Certificate or equivalent.
* Minimum of three (3) years relevant work experience.
* Minimum of a Diploma in Secretarial or Management Studies will be an added advantage
* Member of the Professional Secretaries Association of Zambia

**OTHER SKILLS AND ATTRIBUTES**

* High levels of integrity
* Interpersonal skills
* Good communication skills
* Analytical skills
* Computer skills – Word, excel

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| 1. **assistant security OFFICER – ZRA 09 (1 POSITION)**
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Reporting to the Security Officer, the job holder will provide security to specific Zambia Revenue Authority premises and property in order to ensure maximum security against thefts and vandalism.

**MAIN DUTIES/ACCOUNTABILITIES**

* Ensures that the Authority property is well guarded at all times;
* Controls and regulates visitors entering and leaving the Authority premises;
* Patrols the assigned beat and makes sure that there are no unauthorized people or trespassers;
* Arrests offenders/thieves found with Authority property or damaging installation or equipment and hands them over to Supervisors for further action;
* Records events during the shift in the occurrence book and briefs the Supervisor on the same.

**REQUIREMENTS**

* Grade twelve (12) School Certificate or General Certificate of Education (GCE) equivalent
* Certificate in Military Training/Police Training, Basic Security Training, Advanced Security Training or Equivalent
* Two (2) years work experience in a related role

**OTHER SKILLS AND ATTRIBUTES**

* High levels of integrity
* Interpersonal skills
* Good communication skills
* Analytical skills
* Computer skills – Word, excel

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| 1. **MAINTENANCE ASSISTANT -GRADE ZRA07**  **(1 position)**
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Reporting to the Maintenance Engineer, the job holder will be responsible for all the plumbing fixtures, electrical and civil installations, civil works and ensuring that Air conditioning units are in good working order at all times.

**MAIN DUTIES/ACCOUNTABILITIES**

* Timely Maintenance of plumbing fixtures, electrical installations, civil works, Air conditioning units at ZRA premises throughout the country in order to ensure that the equipment is in good working conditions;
* Undertake regular inspections and inventory of all physical installations at ZRA properties.
* Supervise contractors that the Authority may contract from time to time

**REQUIREMENTS**

* Craft certificate in construction; electrical; plumbing; or any building related engineering field. Further qualifications to be an added advantage
* Grade 12 ‘O’ level Certificate
* Not less than 4 years practical experience in construction/ engineering related field
* Must be a Member of the Engineering Institute of Zambia

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**OTHER SKILLS AND ATTRIBUTES**

* Planning and Organization Skills
* Initiative
* Team work
* Trouble Shooting
* Communication skills
* Knowledge of relevant computer applications

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| 1. **ARTISAN CARPENTER -GRADE ZRA08**  **(1 position)**
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Reporting to the Maintenance Engineer, the job holder will be responsible for the maintenance, repairs and installation of carpentry, joinery, glazing, aluminum fixtures in the designated area of operations.

**MAIN DUTIES/ACCOUNTABILITIES**

* Responsible for repairs and installation of carpentry, joinery, glazing, aluminum and other fixtures as required
* Responsible for minor painting and building repair works
* Provide advice on the safety and statutory requirements
* Ensure compliance to all building safety and statutory requirements
* Provide technical knowledge and guidance to Artisans, technologists and contractors on matters of carpentry works and Aluminum works
* Supervision of both in-house and out sourced carpentry and other minor maintenance and new works

**REQUIREMENTS**

* Craft certificate in Carpentry
* Grade 12 ‘O’ level Certificate
* Painting or bricklaying qualifications to be an added advantage
* Post qualifying of carpentry /aluminum works practical experience of not less than 4 years
* Must be a Member of the Engineering Institute of Zambia

**OTHER SKILLS AND ATTRIBUTES**

* Planning and organization skills
* Interpersonal skills
* Team work
* Negotiate skills
* Technical Report Writing Skills
* Technical skills in the construction, repair, restoration, and installation of wood; aluminum and other related carpentry materials.
* Knowledge of tools, equipment, and materials common to the carpentry trade.
* Ability to estimate time and materials needed for assigned work projects
* Knowledge of relevant computer applications

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| 1. **HEAD MESSENGER - GRADE ZRA09 (1 POSITION)**
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Reporting directly to the Assistant Administration Officer - Services, the job holder will be responsible for providing direct supervision of the Authority’s messenger and cleaning services and coordinating general services requests in line with the overall general administrative functions of the Administration Department.

**MAIN DUTIES/ACCOUNTABILITIES**

* Plan and coordinate messengers’ daily work schedule;
* Plan messengers leave schedule;
* Take stock of and account for cleaning materials and equipment;
* Monitor and inspect the cleaning services provided by in-house and outsourced cleaning personnel;
* Co-ordinate all handyman work;
* Co-ordinate intra-office mail delivery;
* Co-ordinate the reporting and cataloguing of premises maintenance faults and requirements;
* Ensure adherence to the Authority’s health and safety standards by all in-house and outsourced cleaning personnel; and
* Provide general supporit to the implementation of the Authority’s health and safety programs.

**MINIMUM REQUIREMENTS**

* Grade twelve (12) certificate
* Certificate in House Keeping or related field
* Minimum of two (2) years post qualifying experience in undertaking messenger/cleaning services.

**OTHER SKILLS AND ATTRIBUTES**

* Team work
* Good interpersonal skills
* Personal organisation
* Good initiative and ability to meet deadlines
* Knowledge of ZRA operations
* Leadership and supervision skills

Only candidates who meet the above role specifications and competencies should apply enclosing their detailed CVs, photocopies of their academic/professional qualifications and any other documentation in support of the application. Daytime and reachable telephone and/or mobile numbers should be clearly stated.

Only shortlisted candidates will be contacted.

**Applications should reach the undersigned not later than Thursday, 14th November, 2019.**

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**The Director, Human Resource**

**Zambia Revenue Authority**

**P. O. Box 35710**

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