



ZANZIBAR REVENUE AUTHORITY

M A M L A K A Y A M A P A T O Z A N Z I B A R

VACANCY POSTS

Zanzibar Revenue Authority (herein referred ZRA) is the central body of the Revolutionary Government of Zanzibar for Tax Revenues Administration in Zanzibar established under **Act number 11 of year 2022**. In order to enhance efficiency in tax revenue administration in Zanzibar, ZRA intends to fill different vacancies to qualified **applicants from ZRA, Employees of Revolutionary Government of Zanzibar as well as other applicants from different Institutions possessing Zanzibar Identity Cards.**

The following are posts to be filled in ZRA :

COMMISSIONERS FOR REVENUE DEPARTMENTS, DIRECTORS AND HEADS OF UNITS

1. LARGE TAXPAYERS DEPARTMENT

RESPONSIBILITIES: To administer voluntary tax compliance for domestic and multinational large companies; to enforce voluntary payment of taxes for Large Taxpayers in the Tourism Sector and from Specialized sector; to ensure large taxpayers' operating systems are integrated with the Authority's Virtual Fiscal Management System (VFMS); to prevent any type of tax evasion and avoidance resulting from operations of related companies; and to come up with strategies enhancing tax compliance of Large Taxpayers in Zanzibar. In addition, the Department will be responsible to oversee and monitor timely receipt of tax returns, timely payment of taxes, establishment and collection of outstanding tax debts as well as conducting tax audit on assurance of tax compliance.

Vacancies in the Large Taxpayers Department

1. Commissioner for Large Taxpayers Department (1 post)
2. Manager, Returns Processing for Companies (1 post)
3. Manager, Returns Processing for Tourism Sector (1 post)
4. Manager, Returns Processing for Specialized Sector (1 post)
5. Manager, Tax Audit (1 post)
6. Manager, Tax Compliance and Debt Management (1 post)

2. NON TAX REVENUE DEPARTMENT

RESPONSIBILITIES: To administer voluntary tax compliance for Non Tax Revenues including Land and Property taxes, Port Levy, Motor Vehicle Registration, and Road and Driving License administration ; to ensure Operating Systems of non-tax revenue taxpayers are integrated with the Authority's Virtual Fiscal Management System (VFMS); to prevent any type of tax evasion and avoidance resulting from operations within Zanzibar; Likewise, the Department will be responsible to oversee and monitor timely receipt of tax returns, timely payment of taxes, timely establishment and collection of outstanding tax debts, and conducting tax audit to ensure assurance of tax compliance.

Vacancies in the Non Tax Revenue Department

1. Commissioner, Non-Tax Revenue Department (1 post)
2. Manager, Land and Property tax (1 post)
3. Manager, Port Levy (1 post)
4. Manager, Motor vehicle Registration, Road and Driving License (1 post)
5. Manager, Non Tax Audit (1 post)
6. Manager, Compliance and Debt Management (1 post)

3. DOMESTIC TAX DEPARTMENT

RESPONSIBILITIES: To administer voluntary tax compliance for domestic companies; to ensure domestic taxpayers' operating systems are integrated with the Authority's Virtual Fiscal Management System (VFMS); to prevent any type of tax evasion and avoidance resulting from operations of related companies ; to come up with strategies enhancing tax compliance of domestic companies. In addition, the Department will be responsible to oversee and monitor timely receipt of tax returns, timely payment of taxes, establishment and collection of tax debts from domestic taxes, and conducting tax audit on assurance of tax compliance. Specifically the Department will be responsible for registration of new taxpayers.

Vacancies under Domestic Tax Department

1. Commissioner for Domestic Tax (1 post)
2. Manager, Returns Processing for Stamp Duty and Tour operators (1 post)
3. Manager, Returns Processing for VAT, Hotel and Restaurant Levy (1 post)
4. Manager, Compliance and Debt Management (1 post)
5. Manager, Tax Audit (1 post)
6. Manager, Taxpayers' Registration (1 post)

4. FINANCE DEPARTMENT

RESPONSIBILITIES: To account for Government tax revenues administered by ZRA; to prepare, oversee and monitor ZRAs budget of revenue and expenditure, enforcing proper controls of records for accounting purposes; and to oversee ZRA's fixed assets.

Vacancies under Finance Department

1. Director for Finance (1 post)
2. Manager, Fixed Assets Management (1 post)

3. Manager, Budget and Expenditure (1 post)
4. Manager, Tax Revenues (1 post)

5. INFORMATION COMMUNICATION AND TECHNOLOGY DEPARTMENT

RESPONSIBILITIES: To Prepare, develop, strengthen and monitor ICT Systems within ZRA. To monitor VFMS, ZIDRAS (Zanzibar Integrated Domestic Revenue Administration System), and other systems within ZRA; To monitor the provision of user support services; to monitor ICT infrastructure and security; and to monitor ICT analysis and development within ZRA.

Vacancies under ICT Department

1. Director of ICT (1 Post)
2. Manager, User Support Application Services (1 post)
3. Manager, Infrastructure and Security Services (1 post)
4. Manager, Systems Analysis and Development (1 post)

6. ADMINISTRATION AND HUMAN RESOURCES

RESPONSIBILITIES: To oversee and monitor proper usage of human resources, and to provide administrative services. To strengthen good working environment, office and staff security as well as keeping proper records of the Authority. Similarly, the department is responsible for human resource development and record management.

Vacancies under Administration and Human Resources Management

1. Director for Administration and Human Resource Management (1 post)
2. Manager, Human Resources Development (1 post)
3. Manager for Administration (1 post)

4. Manager for records Management (1 post)

7. RESEARCH AND PLANNING DEPARTMENT

RESPONSIBILITIES: To conduct different research relating to taxes, tax collection and tax base; to provide professional advice and prepare different ZRA plans including preparation of tax, policy, finance, economic and business analysis; to prepare and monitor tax compliance risk factors and ensure provision of good services; and to prepare plans for the development of ZRA.

Vacancies under Research and Planning Department

1. Director Research and Planning (1 post)
2. Manager, Risk Management and service Assurance (1 post)
3. Manager, Plan and Development (1 post)
4. Manager, Research and Policy (1 post)

8. ZANZIBAR REVENUE AUTHORITY OFFICE - PEMBA

RESPONSIBILITIES: To oversee various ZRA activities in Pemba including monitoring revenue administration, domestic tax collection, and other taxes; to monitor accounting for all tax revenues administered in North and South Pemba tax regions, and to monitor ICT systems of ZRA Pemba; and to monitor human resources and administration and other services.

Vacancies under Zanzibar Revenue Authority –Pemba office

1. Director, Office of ZRA Pemba (1 post)
2. Manager, Tax Collection, Return processing and Compliance (one post)
3. Manager, Revenue and Expenditure (1 post)
4. Manager, Human Resources and Development Division (1 post)
5. Manager, Tax Audit and Corporate services Division (1 post)

9. TAX REGIONAL MANAGERS – ZRA UNGUJA

1. Manager, North Unguja Tax Region (1 post)
2. Manager , South Unguja Tax Region(1 post)
3. Manager, Urban Unguja Tax Region (1 post)
4. Manager, West Unguja Tax Region (1 post)

10. TAX REGIONAL MANAGERS -ZRA Pemba

1. Manager, North Pemba Tax Region(1 post)
2. Manager, South Pemba Tax Region(1 post)

10. HEADS OF UNITS

1. Head of Internal Audit Unit (1 post)

RESPONSIBILITIES: To monitor internal controls, to ensure all activities of ZRA are conducted in accordance with the laid down laws, regulations and procedures.

2. Legal Services and Board Matters (1 post)

RESPONSIBILITIES: To prepare and defend tax cases to the Tax Revenue Appeals Board; to make follow up and provide advice on legal matters relating to ZRA; to perform Board's secretarial services.

3. Tax Investigation and Internal Affairs Department (1 post)

RESPONSIBILITIES: To monitor investigation functions as well as conducting business intelligence in determining existence of any tax fraud or evasion; and to monitor and control all matters relating to corruption and other doubtful integrity to ZRA staff.

4. International Taxation and Technical Unit (1 post).

RESPONSIBILITIES: To provide guidance and advise on international and zonal tax policies; to conduct Transfer Pricing Audit on Multinational companies pertaining to related party transactions; ensuring compliance in Digital Service Tax (DST) and provide guidance on combating international tax avoidance schemes including BEPS in Zanzibar.

5. Procurement and Asset Disposal Unit (1 post)

RESPONSIBILITIES: To monitor procurement of different items that are used by ZRA in its day to day activities as well as disposal of obsolete items.

6. Information and Public Relations Unit (1 post)

RESPONSIBILITIES: to publicize and build ZRAs good image to the public ; and become the ZRA spokesperson on various matters pertaining to taxpayer education and ZRA image building.

APPLICANTS QUALIFICATIONS

1. COMMISSIONERS, DIRECTORS AND HEADS OF UNITS

1. Primary qualifications

a. Education and Experience

- i. Applicant should have at least a Bachelor Degree in related field
- ii. Applicant must have **seven (7)** years' working experience, out of which;
 - Not less than **four (4)** years at a managerial level;
 - Not less than **three (3)** years in performing duties related to the post applied for

b. Competence and Personal Attributes

Applicants should have the following competences and personal attributes;

- i. Should not have been prosecuted by any court of law for criminal offence(s) or disciplinary action undertaken against him/her; or being prosecuted for dishonesty or misuse of office;
- ii. Should be hardworking with a vision of moving ZRA to the next level;
- iii. Should not have been suspected or involved himself / herself in any way, with offences relating to tax evasion or corruption;
- iv. Should be able to lead the department, unit or division to achieve the set goals;
- v. Should be in a position to understand and capable of making analysis and provide advice relating to different polices and Authority's directives.
- vi. Should be able to prepare and monitor budget within his/ her department, division or unit;
- vii. Should be able to go extra mile to ensure that departmental/ units/ or division goals are met;
- viii. Should possess negotiation skills;
- ix. Should be able to lead teams and build good relationship with ZRA staff and other stakeholders
- x. Should be in a position to work at any time within twenty-four (24) hours of a day.**

c. Secondary qualifications (added advantage)

- i. Professional qualifications such as CPA, ACCA , CCNA, CSI CPSP etc)
- ii. Proof of competence in the area applied for
- iii. Proof or records of exemplary performance

The eligible applicants on the aforesaid posts are from ZRA, Employees of Revolutionary Government of Zanzibar as well as other applicants from different Institutions possessing Zanzibar Identity Cards.

2. MANAGERS (HEADS OF REGIONS AND HEADS OF DIVISIONS)

a. Primary Qualifications

- i. Applicant should have at least a Bachelor Degree in related field
- ii. Applicant should have a working experience of not less than five (5) years; out of which
 - Not less than two (2) at a managerial level;
 - Not less than three years (3) in performing duties relating to the post applied for

b. Competence and Personal Attributes

- i. Should not have been prosecuted by any court of law for criminal offence(s) or disciplinary action undertaken against him/her; or being prosecuted for dishonesty or misuse of office;
- ii. Should not have been suspected or involved himself / herself in any way, with offences relating to tax evasion or corruption;
- iii. Should be able to lead the department division to achieve the set goals;
- iv. Should be in a position to understand and capable of making analysis and provide advice relating to different polices and Authority's directives.
- v. Should be able to prepare and monitor budget within his/ her division;
- vi. Should be able to go extra mile to ensure that departmental/ units/ or division goals are met;
- vii. Should possess negotiation skills;

- viii. Should be able to lead teams and build good relationship with ZRA staff and other stakeholders
 - ix. **Should be in a position to work at any time within twenty-four (24) hours of a day.**
- c. Secondary qualifications (added advantage)**
- iv. Professional qualifications such as CPA, ACCA, CCNA, CSI, CPSP etc)
 - v. Proof of competence in the area applied for
 - vi. Proof or records of exemplary performance

The eligible applicants on the aforesaid posts are from ZRA and Employees of Revolutionary Government of Zanzibar .

All applicants are required to submit their applications (written in English), **together with their well written CV**, attached **with academic certificates, two photographs (passport size) and a copy of their Zanzibar National Identity Card**. All applications should be addressed to **Commissioner General, Zanzibar Revenue Authority, ZANZIBAR**, and submitted physically within working hours to ZRAs office, Mazizini-Zanzibar room number 127 first floor not later than 30th March, 5.00 P.M. **Applications for more than one post will not be processed.**

ISSUED BY

**COMMISSIONER GENERAL
ZANZIBAR REVENUE AUTHORITY**

