



Namibia Revenue Agency
Moltke Street
P. O Box 569
WINDHOEK



INTERNAL VACANCIES

NAMRA is the semi-autonomous State Revenue Agency established in terms of the Namibia Revenue Agency Act, 2017 (Act No.12 of 2017). The primary mandate of the Revenue Agency is to assess and collect taxes and duties on behalf of the State and administer tax, customs and excise laws.

Vision: To be a world class Revenue Agency, serving with passion and positively impacting the livelihoods of every Namibian.

Values: Integrity, efficiency, diversity, fairness, and agility.

| ADMINISTRATIVE ASSISTANT VACANCIES | |
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| POSITION INFORMATION | |
| Position Title (as per approved structure) | Administrative Assistant – C2 |
| Business Unit | Customs & Excise, Domestic Taxes |
| Incumbent's Direct Supervisor | Respective Senior Managers, Regional Managers (Customs & Excise) |
| Number of Positions | 13 |
| Primary Purpose of the Job | Shall provide overall administrative and secretariat support for effective operations of the Business Unit. |
| Minimum Academic Qualification | A recognized Diploma in Office Management/ Administration (NQF 6). |
| Experience | Three (3) years of relevant experience in a similar role. |
| Skills Required | Administrative Skills, Report Writing, and Microsoft Office. |

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| Citizenship | Namibian Citizen. |
| Integrity | Proof of no Criminal Record. |
| Key Performance Area | <ul style="list-style-type: none"> ○ Provides administrative support to the respective Senior/Regional Managers' offices. ○ Acts as meeting administrator. ○ Attends to general office administrative and secretarial duties. ○ Facilitate meeting schedules and visit to the Office of the Senior/Regional Managers. ○ Ensure Proper records of documents. ○ Arrangements in setting up workshops, conferences, seminars, and meetings. ○ Assist with preparation and circulation of correspondence, internal/external memoranda, presentations, and reports. ○ Maintain and update the filing system of all confidential and general documentation. ○ Assist the Business Unit by raising timely purchase requisitions for travel and accommodation for Unit members, both locally and internationally. |

Application Procedure

For the application to be valid, a submission must be made within the stated deadline and comprise of the following:

- A cover letter, providing a detailed motivation for the position, signed by the applicant.
- An updated detailed curriculum vitae, including at least two professional references.
- Certified copies of highest academic qualifications.
- Certified copies of Identity Documents and all other supporting documents.

NB:

- a) All Recommended candidates will be vetted according to the due process.
- b) Namibian citizens shall enjoy preference.

Closing date: Applications must be submitted before close of business on **Friday, 09 September 2022**

Only on-line applications shall be accepted via the recruitment portal <https://foresight.visions.com.na/>

Applicants must apply separately on Foresight for each position that they wish to apply for.

In terms of the Affirmative Action (Employment) Act 29 of 1998, qualifying females and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

Only short-listed candidates will be contacted, and no documents will be returned to applicants.

