

# EXTERNAL 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.

## DEPARTMENT: HUMAN CAPITAL & BUSINESS STRATEGY DIVISION: RESEARCH & ANALYSIS

Position	Director Supervisor	Job Purpose	Minimum Requirements	Added Advantage	Key Performance Areas
<b>1x Manager: Research &amp; Analysis - D4</b>	Commissioner	To manage the Research and Analysis sub-Division at NamRA.	<p><b>Qualifications:</b> A Bachelor's Degree in Business / Economics / Finance or related field majoring in Economic or Statistics (NQF 7).</p> <p><b>Minimum Experience:</b> Five (5) years relevant management experience in the field.</p> <p><b>Skills required:</b></p> <ul style="list-style-type: none"> <li>➤ Knowledge of the principles of economics, including econometrics and forecasting.</li> <li>➤ Ability to organize, evaluate, and present information effectively.</li> <li>➤ Ability to conduct research studies.</li> <li>➤ Ability to gather and analyze economic data and present findings.</li> </ul>	A relevant Master's Degree would be an advantage.	<ul style="list-style-type: none"> <li>- Directs assessments of the economic impact of tax laws and recommend proposals, including projections of anticipated revenue collection.</li> <li>- Reviews and analyzes economic data in order to direct the preparation of reports detailing results of performed research.</li> <li>- Conduct industry researches focusing on trades and taxation to determine compliance to applicable laws.</li> <li>- Research, Analyse &amp; Interpret trade &amp; tax data and propose recommendations.</li> <li>- Develop and implement data strategies, collection process and quality standards to optimize statistical efficiency and data quality.</li> <li>- Evaluate economic trends and interpret data.</li> <li>- Optimize on data analytics to improve business decisions.</li> </ul>

<b>1x Organisational Development Officer – C4</b>	<b>Senior Organisational Development Officer</b>	Responsible for facilitating NamRA's organizational effectiveness interventions related to OD and Change Management.	<p><b>Qualifications:</b> Bachelor's Degree in Industrial Psychology or Human Resources Management (NQF 7).</p> <p><b>Minimum Experience:</b> Two (2) years relevant experience in a similar role</p> <p><b>Skills required:</b></p> <ul style="list-style-type: none"> <li>- Communication skills</li> <li>- Analytical and problem-solving skills</li> <li>- Change Management skills</li> <li>- Collaboration and Facilitation skills</li> <li>- Ability to coordinate projects</li> <li>- Leadership and influence</li> <li>- Emotional Intelligence</li> </ul>	Change Management or OD Certification will be an added advantage	<ul style="list-style-type: none"> <li>- Administer climate and employee engagement surveys</li> <li>- Organise and co-facilitate induction and probation for new employees.</li> <li>- Provide support in formulating and implementing organizational culture initiatives and programmes.</li> <li>- Provide support in the development and implementation of the succession planning.</li> <li>- Assist in the development of job descriptions.</li> <li>- Provide support to the implementation of change processes</li> </ul>
<b>1x Performance Management Officer – C4</b>	<b>Senior Performance Management Officer</b>	Responsible for coordinating target setting, performance appraisals and general performance management administrative duties.	<p><b>Qualifications:</b> Bachelor's Degree in Industrial Psychology or Human Resources Management (NQF 7).</p> <p><b>Minimum Experience:</b> Two (2) years relevant experience in a similar role</p> <p><b>Skills required:</b></p> <ul style="list-style-type: none"> <li>- Creative problem solving</li> <li>- Digital dexterity</li> <li>- Communication and Interpersonal Skills</li> <li>- Ability to coordinate projects</li> <li>- Strategic and analytical thinking</li> <li>- Emotional Intelligence</li> </ul>	None	<ul style="list-style-type: none"> <li>- Coordinate the timely completion of all phases in the performance management cycle.</li> <li>- Monitor the proper application of the Performance Management System.</li> <li>- Provide support and advise on performance management queries.</li> <li>- Liaise with the Training Unit to ensure performance gaps are closed.</li> <li>- Guide and support line management in the development of performance goals aligned to Key Performance Indicators (KPIs).</li> <li>- Assist in implementing the performance improvement program.</li> <li>- Keep up to date records of all performance management data.</li> </ul>

## DEPARTMENT: DOMESTIC TAXES DIVISION: REGIONAL OPERATIONS

<b>1x Regional Manager: Far North Eastern Region - D4</b>	Senior Manager: Regional Operations	To oversee and management the Far-North Eastern Regional Operations.	<p><b>Qualifications:</b> A Bachelor's Degree in Taxation / Finance / Accounting / Economics / Business Administration / Auditing / Law (NQF 7).  <b>Minimum Experience:</b> Six (6) years relevant management experience .  <b>Skills required:</b></p> <ul style="list-style-type: none"> <li>- Good knowledge of tax accounting, tax compliance and relevant laws.</li> <li>- Critical thinker and problem-solving skills.</li> <li>- Great interpersonal and communication skills.</li> </ul>	A relevant Master's Degree would be an advantage.	<ul style="list-style-type: none"> <li>- Leads and manages multiple tax engagements to deliver quality tax services for our clients and optimize revenue collection.</li> <li>- Lead the Regional Operations employees in a manner that enhance productivity and teamwork.</li> <li>- Develop and implement the Regional Operations plan to ensure achievement of agreed performance targets.</li> <li>- Perform tax services in compliance with laws and regulations.</li> <li>- Maintain strong relationships with internal and external stakeholders.</li> <li>- Participate in tax education and stakeholder engagements.</li> </ul>
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## DEPARTMENT: FINANCE & CORPORATE SERVICES DIVISION: ASSETS & FACILITIES

<b>1x Senior Estate Officer - C5</b>	<b>Manager:</b> Assets and Facilities	Responsible for supervising the estate function at the Finance and Corporate Services Department.	<p><b>Qualifications:</b> A relevant Bachelor's Degree in Logistic Management / Estate Management / Property / Facility Management / Transport Management or relevant related field (NQF 7).  <b>Minimum Experience:</b> Five (5) years relevant working experience in a similar position/ environment  <b>Skills requirements:</b></p> <ul style="list-style-type: none"> <li>- Real Estate Management</li> <li>- Interpersonal Communication</li> <li>- Problem solving abilities</li> <li>- Microsoft packages</li> </ul> <p><b>Professional Registration:</b> A valid Driver's License.</p>	An Honours Degree will be an advantage	<ul style="list-style-type: none"> <li>- Manage external contractors employed by the Organization (Technicians, Craftsmen, Maintenance Assistants and Contract Labour).</li> <li>- Ensuring that all NamRA facilities are properly maintained.</li> <li>- Manage the routine day to day requests for Engineering and Building Assistance by scheduling, planning and prioritizing the workload.</li> <li>- Ensure an effective response to breakdowns.</li> <li>- Implement the Planned Preventative Maintenance Programs.</li> </ul>
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# Application Procedure:

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

- A cover letter, providing a detailed motivation for the position, signed by the applicant.
- An up-to-date detailed curriculum vitae, including at least two professional references.
- Certified copies of the highest academic qualifications attained.
- Foreign qualifications must be evaluated by the Namibia Qualifications Authority (NQA) and proof of evaluation of qualification should be attached.
- Certified copies of Identity Documents and all other supporting documents.

**NB:** Preference shall be given to Namibian Citizens. Successful Candidates will be required to provide Proof of No Criminal Record (Certificate of Conduct) and no employment misconduct or Dishonesty. All appointments will be vetted in line with NamRA Policies.

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

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.

**DATE ADVERTISED: 26 October 2023**

**CLOSING DATE: 09 November 2023**

