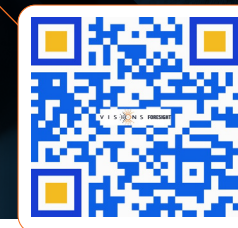


EXTERNAL VACANCIES

Scan this code or click the link below to access on-line applications via the recruitment portal. <https://foresight.visions.com.na/>



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.

BUSINESS UNIT: CORPORATE SERVICES

DIVISION: PROCUREMENT

WINDHOEK

Position	Director Supervisor	Job Purpose	Minimum Requirements	Added Advantage	Key Performance Areas
3x Procurement Interns	Senior Procurement Officer	Is responsible for assisting the Senior Procurement Officer in the end to end procurement process from requisition to delivery of goods, works and services.	<p>Qualifications:</p> <p>A Bachelor's Degree in Procurement & Supply Chain Management (NQF Level 7) or a Post Graduate Diploma in Procurement.</p> <p>Minimum Experience:</p> <p>Internship experience in a similar role will serve as an advantage.</p> <p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Communication skills ➤ Analytical skills ➤ Negotiation skills ➤ Problem solving ➤ Attention to detail 	None.	<ul style="list-style-type: none"> ○ Assisting in preparation and processing of purchase order or issuance of letter of award. ○ Assist in sourcing quotations from external suppliers and vendor selection. ○ Ensure compliance with procurement policies and procedures. ○ Assist with any other procurement administration tasks.

BUSINESS UNIT:

STRATEGIC COMMUNICATIONS AND SUPPORT ENGAGEMENTS

DIVISION: STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENTS

Position	Director Supervisor	Job Purpose	Minimum Requirements	Added Advantage	Key Performance Areas
2x Service Delivery Analysts Interns	Coordinator: Processes and Service Improvement	Drive our efforts to ensure the satisfactory resolution of all service requests from taxpayers, traders and their intermediaries.	<p>Qualifications:</p> <p>A Bachelor's Degree in Computer Science, IT Systems, Industrial Engineering and Data Science.</p> <p>And</p>	None	<ul style="list-style-type: none"> o Assist in the monitoring and evaluation of inbound customer interactions, focusing on customer service requests and social media brand mentions. o Ensure immediate and appropriate response to social media sentiments. o Ensure the satisfactory resolution of all service requests from taxpayers, traders and their intermediaries.
1x Social Media Analyst Intern	Senior Communications Officer	Is responsible for monitoring public sentiments towards the NamRA brand on platforms such as Facebook, X, Instagram, YouTube, and TikTok.	<p>Communications / Journalism / Public Relations / Marketing (NQF Level 7) or a related field.</p> <p>Minimum Experience:</p> <p>Internship experience in a similar role will serve as an advantage.</p> <p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Communication skills ➤ Analytical skills ➤ Problem solving ➤ Attention to detail 		

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.
- 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 and unemployed graduates.

Successful Candidates will be required to provide Proof of No Criminal Record (Certificate of Conduct) and no employment misconduct or Dishonesty.

Candidates who pass the initial test will be offered provisional appointments, subject to such candidates passing the training offered in line with NamRA recruitment requirements.

All appointments will be vetted in line with NamRA Policies.

Scan this code or click the link below to access on-line applications via the recruitment portal.



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 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: 08 JULY 2025

CLOSING DATE: 22 JULY 2025