



Namibia Revenue Agency
Moltke Street
P. O Box 569
WINDHOEK



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.

EXTERNAL VACANCY	
POSITION INFORMATION	
Position Title (as per approved structure)	Driver/Messenger
Position Grade	B1
Number of Positions to be Advertised	2
Department / Directorate	Finance and Corporate Services
Duty Station	Windhoek Regional Office
Incumbent's Direct Supervisor	Senior Transport Officer
Primary Purpose of the Position	The Driver/Messenger will perform a range of functions including driving and maintaining vehicles; undertaking messenger duties and providing general assistance related to the efficient operation of NamRA.
Minimum Academic Qualification	<ul style="list-style-type: none"> • Grade 12 • Driver's License - Code C1 (Compulsory). • Must be in possession of a Public Drivers Permit (PDP) (Compulsory).

Experience	Must have held driving license continuously for at least five (5) years.
Key Performance Area	<ul style="list-style-type: none"> • General transportation errands as per the company's requirements; • Vehicle maintenance, safety and cleanliness; • General delivery errands as instructed by the supervisor; • Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner. • Manages incoming mail so that it is opened, sorted, and distributed in a professional and timely manner. • Maintains accurate records related to the receipt and delivery of packages, documents, messages, and other items, including tracking time of and parties to the delivery. • May perform office, clerical, and other related duties as assigned.

Application Procedure

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

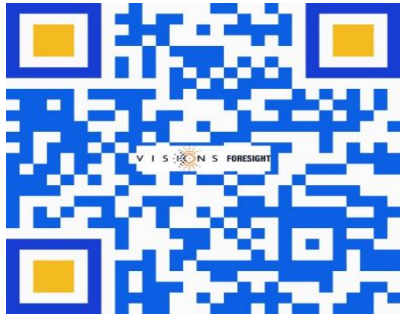
- A cover letter, providing a detailed motivation for the position, signed by the applicant.
- An updated detailed curriculum vitae, including at least two professional references.
- Certified copies of the highest academic qualifications attained. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation of qualification should be attached.
- Certified copies of Identity Documents and all other supporting documents.
- Residents in the respective towns/locations are encouraged to apply.
- Applicants from marginalized communities are encouraged to apply.

NB: All appointments will be vetted according to the due process.

Namibian citizens shall enjoy preference.

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

<https://foresight.visions.com.na/>



Applicants that wish to apply for more than one position, must submit a separate application for each position applied for via the online portal. It is essential that each cover letter must reflect the relevant position applied for with a suitable motivation.

In terms of the Affirmative Action (Employment) Act 29 of 1998, people from designated group 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.

CLOSING DATE: 24 FEBRUARY 2023