



MANAGEMENT RECRUITMENT

REPUBLIC OF NAMIBIA

NAMIBIA REVENUE AGENCY

Visions Consulting was commissioned as the official Recruitment Contractor / Administrator to capacitate the Namibia Revenue Agency (NAMRA) in collaboration with NAMRA leadership.

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.

Manager: Customs Compliance Programme.

Post Designation: Manager: Customs Compliance Programme

Direct Supervisor: Senior Manager Trade Facilitation

Remuneration: As per Tier 3 remuneration guidelines by the Ministry of Public Enterprises.

Job Purpose: To manage the Customs Compliance Programme Division at NAMRA.

Minimum Criteria

Citizenship: Namibian citizens shall enjoy preference.

Integrity: Proof of no criminal record.

Qualifications: Relevant recognized Bachelor's Degree Business Administration, Commerce, Management, International Trade or Border Management (NQF7). A Post-Graduate Certificate in Customs Administration or a relevant Master's Degree will be added advantage.

Minimum Experience: Five (5) years relevant experience.

Professional Registration: Advanced training course in customs.

Licenses: Valid Driver's License

Key Performance Areas of the position includes:

- Supervise and co-ordinate activities of the Division Customs Compliance Programme.
- Ensure effective registration and licensing of customs warehouses and clearing agents.
- Ensure effective administration of Preferred Trader/Authorized Economic Operators Programme.
- Ensure simplification and harmonization customs procedures.
- Ensure that WTO Trade Facilitation Agreement provisions are operationalized.
- Facilitate and expedite the implementation of international conventions.
- Execute any other customs related tasks delegate to him/her.
- Lead staff and inspire employee engagement and a high-performance culture.
- Account for the compilation, submission, and execution of the functional budget in line with delegations of authority.
- Report on the status of the budget at required intervals.
- Any other function delegated or related to the position.

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.
- Certified copies of Identity Documents and all other supporting documents.

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

Closing date: Applications must be submitted before close of business on **Friday, 08 October 2021.**

Only on-line applications shall be accepted 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 on-line 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, 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.

CLOSING DATE: 08 OCTOBER 2021 AT 16:00