



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.

LARGE TAX PAYER – DIVISION	
POSITION INFORMATION	
Position Title (as per approved structure)	2X Senior Tax Officer: Internal Assessment & Provisional Withholding Tax -C5
Unit	Central Region (Windhoek)
Duty Station	Windhoek
Incumbent's Direct Supervisor	Manager: Tax Support Function Account Management & Suspense Account Resolution.
Primary Purpose of the Job	The incumbent will be Dealing with tax affairs of all NamRA Officials and designated group of taxpayers.
Minimum Academic Qualification	Bachelor's Degree in Accounting, Business Administration, Commerce, or relevant qualification with 5 years' experience. Alternatively Grade 12 with 8 years' experience in Domestic Taxes experience in Domestic Taxes.
Experience	8 years' experience in Domestic Taxes
Core Competencies	<ul style="list-style-type: none"> ○ Supervisory principles. ○ Customs principles and practices. ○ Corporate Governance knowledge.

	<ul style="list-style-type: none"> ○ Customer Service. ○ Problem solving. ○ Computer and Communication skills. ○ Detail-oriented, accurate and systematic. ○ Integrity and analytical behavior.
Key Performance Area	<ul style="list-style-type: none"> ○ Deal with tax affairs of all NamRA Officials. ○ Deal with tax affairs of any designated group that will be identified and communicated. ○ Conduct Audits relating to the applicable tax categories. ○ Issue notices of assessments to taxpayers. ○ Recover any tax arrears owed by the applicable taxpayers. ○ Study objections and make recommendations to allow or disallow objections. ○ Deal with the request to reverse penalties. ○ Deal with correspondences for extension of submission of returns.

Closing date: Applications must be submitted before **17:00 on Friday, 5 August 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.

