



Namibia Revenue Agency
Moltke Street
P. O Box 569
WINDHOEK



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.

| INTERNAL VACANCY | |
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| POSITION INFORMATION | |
| Position Title (as per approved structure) | Assistant Tax Officer: Refund Verification |
| Position Grade | B5 |
| Number of Positions to be Advertised | 2 |
| Sub-Business Unit | Regional Operations |
| Unit | Domestic Tax |
| Duty Station | Windhoek |
| Incumbent's Direct Supervisor | Senior Tax Officer: Refunds Verifications |
| Minimum Academic Qualification | A Diploma in Business Administration or Commerce; OR A Bachelor's Degree in Business Administration or Commerce; OR Grade 12 + five (5) years working experience in Domestic Taxes. |
| Experience | Three (3) years' working experience in Domestic Taxes for a Degree/Diploma. Five (5) years' working experience in Domestic Taxes for Grade 12. |

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| Professional Registration | n/a |
| License | n/a |
| Core Competencies | <ul style="list-style-type: none"> • Strong verbal and written communication skills. • Excellent organizational skills and attention to detail • Accurate numerical skills. • Ability to understand and apply tax laws • Excellent interpersonal and customer service skills. • Strong team player |
| Key Performance Area | <ul style="list-style-type: none"> • Verify taxpayers' documents to ensure correct refunds are paid. • Liaise with taxpayers on outstanding documentation needed for verification. • Enforce tax laws when non-compliance is detected. • Execute job related tasks delegated to him/ her. |

Application Procedure

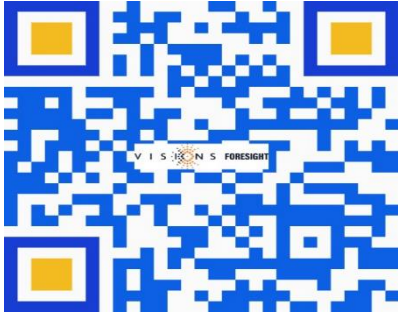
For application to be valid, a submission must be made within the stated deadline and comprise of the following:

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

NB:

- a) All Recommended candidates will be vetted according to the due process.
- b) Namibian citizens shall enjoy preference.

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 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: 30 SEPTEMBER 2022 AT 16:00