



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.

HUMAN CAPITAL AND STRATEGY VACANCY	
<b>POSITION INFORMATION</b>	
<b>Position Title</b> (as per approved structure)	<b>Senior Training Specialist</b>
<b>Business Unit</b>	Human Capital and Strategy
<b>Sub-Unit</b>	Training and OD
<b>Incumbent's Direct Supervisor</b>	Manager: Training and OD
<b>Primary Purpose of the Job</b>	Responsible for leading and coordinating staff training and development activities to meet NamRA's short- and long-term workforce skills requirements.
<b>Minimum Academic Qualification</b>	A Bachelor's Degree in Human Resources Management or Industrial Psychology (NQF 7).
<b>Experience</b>	Five (5) years relevant experience in the Training and Development environment of which three (3) years are at a supervisory level.
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>○ Strategic and creative mindset</li> <li>○ Strong interpersonal and communication skills</li> <li>○ Analytical skills</li> <li>○ Ability to determine training objectives</li> <li>○ Sound knowledge of all relevant labour legislation</li> </ul>

<b>Key Performance Area</b>	<ul style="list-style-type: none"> <li>○ Conduct Training and Development needs assessments and recommend suitable trainings to capacitate staff.</li> <li>○ Development annual Training and Development Plan.</li> <li>○ Coordinate and conduct internal Training and Development programmes.</li> <li>○ Monitor the quality of all Training and Development programmes facilitated by training consultants.</li> <li>○ Assist in revising and updating Training and Development Programmes.</li> <li>○ Evaluate training results and recommend corrective actions.</li> <li>○ Administer the implementation of the study assistance scheme.</li> </ul> <p>Updated database on all Training and Development conducted.</p>
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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.**

