

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 the 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.

CHIEF: RISK MANAGEMENT AND INTERNAL AUDIT

Post Designation: Chief: Risk Management and Internal Audit
Direct Supervisor: Commissioner
Remuneration: As per Tier 3 remuneration guidelines by the Ministry of Public Enterprises.

Job Purpose: To strategically lead and account for the Risk Management and Internal Audit function.

Minimum Criteria

Citizenship: Namibian citizens shall enjoy preference.
Integrity: Proof of no criminal record.
Qualifications: A relevant, internationally recognised Master's Degree (NQF 9) in Compliance Management, Risk Management, Auditing, Accounting or related field.
Minimum Experience: Ten (10) years relevant experience of which five (5) years must have been on middle management level.
Professional Registration: Recognised Risk Management Certificate or a registered Chartered Accountant or Membership of an internationally recognised institution such as Institute of Internal Auditors will be an added advantage.
Licenses: Valid Namibian Code BE Drivers' License

Key Performance Areas of the position includes:

- Accountable to the Commissioner regarding the overall performance of the Risk Management and Internal Audit function.
- Manage and direct the Department by overseeing the Manager Revenue Risk Management, Manager Internal Audit and Manager Corporate Risk Management.
- Develop and review policies related to Risk Management and Internal Audit and oversee the proper implementation of said policies.
- Benchmark best practices regarding Risk Management and Internal Audit and customise the application thereof to the benefit of NAMRA.
- Manage the implementation of all aspects of the risk function, including implementation of processes, tools, and systems to identify, assess, measure, manage, monitor and report risks.
- Implement and maintain a central risk management information system.
- Develop and revise the Internal Audit Charter for approval by the Board.
- Compile and submit audit reports to the Board.
- Account for prudent financial management of the Risk Management and Internal Audit function.
- Capacitate the Department with world-class human capital.
- Collaborate with relevant national, regional and international stakeholders as required.
- 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 on **Friday, 8 October 2021 at 16h00.**

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 1998 (Act No. 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.

www.namra.org.na

