

VACANCY

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

Graduate Interns x4

Department: Human Capital & Strategy

Qualifications: A recognised Bachelor Degree in Human Resource Management (NQF 7)

Key Deliverables:

- Support HR services from recruitment and selections of staff,
- Assist with HR administration Functions.
- Assist HR Team to accomplish its business goals

Graduate Interns x20

Department: Domestic Taxes

Qualifications: A recognised Bachelor Degree in Accounting/Auditing or related field(NQF 7)

Key Deliverables:

- Conducting desk audits and verifying the accuracy of taxpayers' records before tax refunds are paid out.
- Promoting the online filing through the usage of the Integrated Tax Administration System (ITAS)
- Pursuing and collecting tax debt owed to NamRA
- Clearing the backlog in terms of the value added tax refunds owed to the taxpayers.

Graduate Interns x1

Department: Human Capital & Strategy

Qualifications: A recognised Bachelor Degree in Commerce/Economics or related field (NQF 7)

Key Deliverables:

- Research and data analysis
- Compilation of HR metrics
- Use multiple data sources to compile relevant dashboard reports

Graduate Interns x3

Department: Finance & Corporate Services

Qualifications: A recognised Bachelor Degree in Accounting or related field (NQF 7)

Key Deliverables:

- Assist with accurate reports from the accounting system and reconciliation of payment, compile utility bills, prepare aging report on all outstanding payments and advances; and perform accounts payable duties as assigned.
- Assist to review budget performance and prepare reports; monitors the implementation and maintenance of accounting control procedures; prepare audit files and draw-up variance reports.
- Assist with the managing external contractors employed by NAMRA, record and follow up on all incoming mail / correspondence / written enquiries,
- prepare the inventories and maintain the stock records.

Application should be forwarded to: applications.hr@namra.org.na with position title as a subject

Those who previously applied do not need to apply as the records are still with NamRA.

Closing date: 20 May 2022

Time: 17h00

www.namra.org.na



Serving with passion