

VACANCIES

NAMIBIA REVENUE AGENCY

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 to positively impact the livelihood of every Namibian.

Values: Integrity, efficiency, diversity, fairness, and agility.

POSITION	DIRECT SUPERVISOR	JOB PURPOSE	MINIMUM CRITERIA	KEY PERFORMANCE AREAS OF THE POSITION INCLUDES:
1X Senior Human Resource Officer C5	Manager: Human Resources	Responsible for the execution of HR services in the areas of general HR administration, recruitment, & selection, Compensation and benefits management	<p>Citizenship: Preference shall be given to Namibian citizens.</p> <p>Integrity: Proof of no criminal record.</p> <p>Qualifications: A relevant, internationally recognised Bachelor Degree in Human Resource Management (NQF 7)</p> <p>Minimum Experience: Five (5) years' relevant experience, of which three (3) years are at supervisory level</p> <p>Professional Registration: Valid Drivers' License.</p>	<ul style="list-style-type: none"> Provide HR services from recruitment and selections of staff, Maintain and update HR Information to ensure that all personnel information is properly & accurately captured, effectively managed, and maintained at all times. Assist HR Manager in the review, development, and execution of HR policies & program. Provides support to employees in the interpretation of HR policies and guidelines. Monitor emerging HR trends and propose improvements. Conduct employee inductions. Continually develop and maintain HR policies and procedures.
2X Senior Human Resource Officer: Employees Relations C5	Manager: Human Resources	Responsible for the development and administration of the employees relations programme, affirmative action program and employees advocacy.	<p>Citizenship: Preference shall be given to Namibian citizens.</p> <p>Integrity: Proof of no criminal record.</p> <p>Qualifications: A relevant, internationally recognised Bachelor Degree in Human Resource Management (NQF 7)</p> <p>Minimum Experience: Five (5) years' relevant experience, Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations and policies.</p> <p>Professional Registration: Valid Drivers' License.</p>	<ul style="list-style-type: none"> Serves as HR Business Partner. Handles Grievances and disciplinary process. Assists management with performance concerns, disciplinary action and conflict management issues. Keep proper record of all Employee Relation's proceedings [i.e. disciplinary cases, grievances, negotiations and Union meetings]. Administers the equal employment opportunity and affirmative action programs. Conducts exit interviews, summarizes findings, and discusses trends and concerns with senior management. Participates in quality assurance activities Advise line managers on labour related matters. Implement employees-management engagement programme aimed at creating a harmonious labour relations. Facilitate engagement with unions on labour relations issues and assist in union negotiations. Conducts exit interviews
2X Wellness Coordinator C4	Manager: Human Resources	Responsible for Leading and coordinating health and wellness programs including healthy lifestyle, psycho-social interventions, health & safety and ergonomic assessment.	<p>Citizenship: Preference shall be given to Namibian citizens.</p> <p>Integrity: Proof of no criminal record.</p> <p>Qualifications: A relevant Bachelors degree (NQF 7) in Health Education, Psychology, Social Work, or a related field.(NQF 7)</p> <p>Minimum Experience: Five (5) years' relevant experience, of which three (3) years are at supervisory level</p> <p>Professional Registration: Valid Drivers' License.</p>	<ul style="list-style-type: none"> Responsible for the execution of HR services in the areas of employees' welfare administrations. Leads a comprehensive wellness program. Coordinates, plans, and facilitates health and fitness activities and programs for employees. Plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles. Develops promotion and publicity plans for wellness and fitness programs throughout the organization. Conduct staff assessments regarding physical and psychological conditions and refer serious cases for professional assistance. Facilitate teambuilding sessions and report results to the supervisor. Record all wellness activities and individual cases. Conduct basic counselling to employees on less serious wellness clients. Arrange presentations on wellness programs and topics to create awareness and educate employees on health and wellness matters. Encourage participation in Health Assessments and facilitate access to resources to achieve a healthy lifestyle. Perform peer educator training to volunteer employees. Co-ordinate workplace ergonomic assessments and ensure a safe work place.

<p>2X Senior Performance Management Officer C5</p>	<p>Manager: Training & Development, OD, Grading & Compensation Management</p>	<p>Responsible for planning and implementing the NamRA's performance management framework that drive a culture of performance.</p>	<p>Citizenship: Preference shall be given to Namibian citizens. Integrity: Proof of no criminal record. Qualifications: A relevant, Bachelor Degree in Commerce, HR, Industrial Psychology or related field (NQF 7) or re Minimum Experience: Five (5) years' relevant experience in the performance management areas of which three (3) years are at supervisory level. Professional Registration: Valid Drivers' License.</p>	<ul style="list-style-type: none"> Coordinate the establishment and enhancement of a performance culture in the organisation. Implement the Performance Management system [for the organisation as a whole as well as for individual employees] Conduct coaching and training of management and all employees in Performance management. Monitor the proper application of PM system and provide advice on PM to line Managers and employees as required. Administer the cycle of Performance agreements and evaluations throughout the organisation. Work in liaison with key stakeholders to establish and support the link between strategic business objectives and people's day-to-day actions and tasks. Keep up to date records of all performance data. Provide performance data as required by internal users. Liaise with the training Business Unit to ensure performance gaps are closed.
<p>6X Executive Assistant to Business Unit Head C3</p>	<p>Business Units : 1. Chief Strategic Communications, Stakeholder Engagements, Taxpayer Education, and International Relations 2. Chief Legal Officer 3. Chief Human Capital & Business Strategy 4. Chief Information Officer 5. Head of Domestic Taxes 6. Head of Customs and Excise</p>	<p>Shall provide overall secretarial and administrative support to the office of the Business Unit Head/Unit Chief to ensure the effective operation of the office.</p>	<p>Citizenship: Namibian citizens Integrity: Proof of no criminal record. Qualifications: A recognised Degree or Diploma in Office Management/ Office Administration Minimum Experience: 3 years' relevant experience in similar role. Skills required: Secretariats skills, Report Writing and Microsoft word & excel</p>	<ol style="list-style-type: none"> Secretariat Support to the Business Unit Head <ol style="list-style-type: none"> Provides administrative support to the office of the Business Unit Head. Manages the electronic diary of the Business Unit Head through daily briefing sessions; Acts as meeting administrator at meetings chaired by the Business Unit Head. Properly drafting agendas, record minutes, communicating with committees' members and ensuring that quorums are present at meetings. Attends to general secretarial duties such as photocopying, sending emails and respond to correspondences. Facilitates meetings schedules and visit to office of Business Unit Head Ensure proper records of different institutional documents. Make logistical arrangements in setting up workshops, conferences, seminars and meetings involving the office of Business Unit Head Office Administration <ol style="list-style-type: none"> Assists the office of the Business Unit Head with the preparation and circulation of correspondences, internal/external memoranda, presentations and reports. Assists with the travel and accommodation arrangements for the Unit Head and business unit staff both nationally and internationally. Maintains an updated filing system of all "confidential" and general documentation kept in the office of the Unit Head Assists the business unit by raising timely purchase requisitions for travel and accommodation for unit members, both locally and internationally.
<p>1X Senior Communications Officer C4</p>	<p>Manager: Strategic Communications and Stakeholder Engagements</p>		<p>Citizenship: Namibian citizens shall enjoy preference. Integrity: Proof of no criminal record. Qualifications: Bachelor's Degree in Communications or Media Studies or Public Relations or any relevant qualifications Minimum Experience: Relevant Experience 3 Licenses: Code BE Drivers Licence will be advantage</p>	<ul style="list-style-type: none"> Provide technical support to the Manager regarding external and internal communication initiatives. Coordinate continuous consultation with the Media in seeking publicity for the Agency. Support the drafting of speeches, media releases, media pitches, newsletters, and related communication materials. Responsible for distribution of media releases and invitations to corporate functions and events. Developing and monitoring content on the website, intranet, and relevant social media platforms. Collaborate with management to develop and implement an effective communications strategy based on the target audience. Establish and maintain effective relationships with journalists, and maintain a media database. Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required. Maintain records of media coverage and collate analytics and metrics.

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: Take note that all appointments will be vetted according to the due process.

Applicants are requested to forward their documents to applications.hr@namra.org.na or hand delivered at office number 544, 5th Floor, FISCUS building-Ministry of Finance.

NB: The email subject line should read exactly the same as the position's name, followed by the duty station that you are applying for.

Closing date: Applications must be submitted before close of business on **Thursday, 14 April 2022.**

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.

CLOSING DATE: Thursday 14 April 2022 at 17H00.



Serving with passion