

# MANAGEMENT RECRUITMENT

NAMRA is a 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.

## ASSETS AND FACILITIES MANAGER, PATERSON, D4

**Post Designation:** Assets and Facilities Manager

**Direct Supervisor:** Chief Financial Officer & Corporate Services

**Job Purpose:** To manage the Assets and Facility Division at NamRA.

**Citizenship:** Namibian citizens shall enjoy preference.

**Integrity:** Proof of no criminal record. Candidates will be subjected to vetting.

**Qualifications:** A relevant, internationally recognised Bachelor's Degree in Quantity Surveying, Estate Management, Property/Facility Management or equivalent qualification at (NQF 7).

Five (5) years relevant experience as a QS

Registration as a professional quantity Surveyor will be an advantage

**Licenses:** Valid Driver License

**Key Performance Areas of the position includes:**

- Manage the Facilities Management and Transport Section.
- Oversee the tender process.
- Oversee contracts with external contractors and service providers for construction, maintenance, and transport.
- Ensure all NamRA asset and facilities are insured.
- Ensure proper records are maintained; prepare monthly reports on Assets.
- Ensure valuations are carried out on all assets and facilities.
- Lead staff and inspire employee engagement and a high-performance culture.
- Account for the compilation, submission, and execution of the functional budget in line with delegations of authority.
- Report on the status of the budget at required intervals.
- 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 as requested on the on-line portal:

- A cover letter, providing a detailed motivation for the position.
- 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.

Applicants are requested to upload their CVs with supporting documents in one file when requested to do so in the on-line portal.

**NB:** All appointments will be vetted according to the due process.

**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 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: 15 September 2022 AT 16:00**