

EXTERNAL 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.

BUSINESS UNIT: HUMAN CAPITAL AND BUSINESS STRATEGY SUB-UNIT: TRAINING AND ORGANISATIONAL DEVELOPMENT

Position	Direct Supervisor	Job Purpose	Minimum Requirements	Added Advantage	Key Performance Areas
1x Manager: Training and Organisational Development (D4)	Chief Human Capital and Strategy	Develop and implement strategic organisational development interventions and training programs geared towards the enhancement of individual and organisational performance.	Qualifications: A relevant Bachelor's Degree in Human Resources/Industrial Psychology/ Training and/or Organisational Development related field (NQF 7). Minimum Experience: 5-7 years of progressive experience in Learning & Development or Organisational Development, with at least 2-3 years in a leadership or managerial capacity. Skills Required: • Organisational Development • Job Evaluation and Design • Problem solving • Communication and presentation • Strategic Thinking • Influence and Stakeholder Management	Relevant Masters Degree (NQF 9)	• Operational Management and Stakeholder Engagement. Provide strategic and policy inputs to the Departmental head and provide regular progress reports to Management regarding the achievement of Divisional targets. • Organisational Development, Change Management and Onboarding. Acting as a resource and assessing the contribution of Organisational Development techniques to provide solutions. • Performance Management System Lead the design and implementation of performance management systems and processes at the Agency. • Talent Management and Succession Planning Develop NamRA talent management strategies and succession planning processes in line with prevailing and futuristic human resources requirements. • Training and Development Design and develop training programs and materials that meet the needs of the organisation and its employees. • Organisational structural maintenance, job analysis and design Provide advisory service on organisational structure design and participate in redesign efforts to ensure the realisation of intended business objectives. • Budget Management Compile and motivate the annual budget and submit it for approval to the Chief Human Capital and strategy.

SUB-UNIT: HUMAN RESOURCES

Position	Direct Supervisor	Job Purpose	Minimum Requirements	Added Advantage	Key Performance Areas
1x Wellness Coordinator (C4)	Manager: Human Resource	To provide wellness services to NamRA employees	Qualifications: A relevant Bachelor's Degree in Industrial & Organisational Psychology / Human Resources Management or related field (NQF 7). Minimum Experience: Three (3) years relevant experience in similar role Skills Required: - Wellness management - Problem solving skills - Interpersonal skills - Knowledge of health and safety act, and relevant health acts. - Computer proficiency in Microsoft Applications (e.g. Outlook, Word, Excel, etc.)	Professional certification or membership.	Wellness Strategy Develop and implement targeted program activities covering all spheres of wellness i.e physical, emotional, financial, spiritual, environmental and intellectual wellness. Provision of psycho-social and counselling services. Provides psychosocial support, counselling and coaching services (individual and groups) to NamRA. Wellness Capacity Building Facilitate the identification, training, coordination and mentoring of the wellness champions for both professional and personal growth. Wellness Policies and Procedures. Assist in implementing organisational wellness processes and wellness policy change.
1x Human Resource Officer (C2)	Senior Human Resource Officer	To provide Human Resource Services within NamRA.	Qualifications: A relevant Degree in Human Resource management, or related field (NQF 7). Minimum Experience: Three (3) years relevant experience in similar role. Skills Required: - Human resource services/ administration - Problem solving skills - Communication skills - Computer proficiency in Microsoft Applications (e.g. Outlook, Word, Excel, etc.)	Certification in payroll systems (e.g., Sage Pastel, VIP, SAP, or similar)	Compensation and Benefits Oversee all components of payroll administration (variable compensation, overtime, expatriates compensation special payments). Recruitment - Prepare job advertisements aligned to the approved job descriptions of relevant positions and secure approval from line management. - Advertise positions and compile long and proposed shortlists for submission to line management and arrange interview panel. - Administer the interview logistics process and facilitate the finalisation of interview questionnaires and scoring sheets.

BUSINESS UNIT: RISK MANAGEMENT AND INTERNAL AUDIT

SUB-UNIT: INTERNAL AUDIT

Position	Direct Supervisor	Job Purpose	Minimum Requirements	Added Advantage	Key Performance Areas
1x Senior Internal Audit (D2)	Manager: Internal Audit	To assist the Internal Audit Manager by conducting independent and objective evaluations of NamRA internal controls, risk management processes, and financial systems.	Qualifications: A relevant Bachelor's Degree in Accounting / Finance / Business Administration / Taxation and Auditing (NQF 7). Minimum Experience: Minimum five (5) years experience in advisory, internal auditing, external auditing, and/or Tax Administration/Domestic Taxes and Customs and Excise, of which three (3) years should be at a supervisory level; and/or completion of articles with a registered audit firm. Additional requirement: A valid drivers Licence Skills Required: • Knowledge of the Standards for the Professional Practice of Internal Auditing • Knowledge of risk management, internal control, and governance activities • Excellent communication skills, clear and concise, in both verbal and written form.	An Honors degree and/or CIA, CA, CISA certifications will be an added advantage.	• Operational Compliance • Evaluating internal audit policies and procedures in alignment with relevant international auditing and good governance standards. • Perform detailed planned and ad hoc audits of various processes, departments, or organisational functions; including planning, execution, addressing review comments, and reporting within agreed-upon timelines. • Report on the outcome to management and Audit and Risk committee members quarterly. • Operational Management • Prepare detailed audit reports that summarize findings, recommendations, and action plans. • Track the implementation of audit recommendations and verify that corrective actions have been taken. • Assess the organisation's compliance with relevant laws, regulations, and internal policies. • Provide guidance and support to management in implementing best practices and ensuring adherence to ethical standards. • Carry out various assigned ad hoc tasks, such as investigations, continuous auditing, and others, as directed by senior team members

BUSINESS UNIT: CORPORATE SERVICES

SUB-UNIT: PROCUREMENT

Position	Direct Supervisor	Job Purpose	Minimum Requirements	Added Advantage	Key Performance Areas
1x Senior Procurement Officer (C5)	Manager: Procurement	To ensure the efficient acquisition of goods, services and works in alignment with organisational goals, budgetary guidelines, and regulatory compliance.	Qualifications: A relevant Bachelor's Degree in Procurement and Supply Chain Management or related field (NQF 7). Minimum Experience: Five (5) years relevant experience in similar role, of which three (3) years must be on supervisory level. Additional Requirement: A valid drivers Licence Skills Required: • Cost and spend analysis • Supplier relationship management • Contract management • Tendering and bidding processes • Project management • Interpersonal communication • Negotiation skills • Risk and compliance management • Computer proficiency in Microsoft Applications (e.g. Outlook, Word, Excel, etc.)	• CIPS (Chartered Institute of Procurement & Supply) • CPMS (Certified Professional in Supply Management) • PMP (Project Management Professional for project focused procurement roles will be an added advantage) • Relevant working experience in a State-owned enterprise bound by the Public Procurement Act as amended and the relevant regulations, as and added advantage.	• Procurement Operations • Monitor contractor performance, ensure contract deliverables are met and that continuous supplier performance improvement is achieved. • Supplier Performance Management • Monitor and evaluate the supplier base, avoiding purchases from non-approved vendors. • Identify, evaluate, and manage supplier performance. • Procurement Contract and Tender Process • Maintain adequate structures, procedures, controls and resources to support the procurement and contracting function. • Ensure all contracts are structured correctly and include the necessary clauses to protect NamRA. • Budgets, Reporting and Document Control • Prepare the required procurement reports and statistics to comply with all agency and statutory/external requirements. • Responsible for accurate recording all purchase requisitions and orders after the tender process. • Risk and Compliance Management • Mitigate procurement risks and ensure adherence to internal policies and procedures, legal and regulatory standards.

BUSINESS UNIT: CUSTOMS AND EXCISE

Position	Direct Supervisor	Job Purpose	Minimum Requirements	Added Advantage	Key Performance Areas
7x Customs and Excise Officer (C2) Duty station: 1xNoordower 1xAriamsvlei 5x Various Border posts	Senior Customs and Excise Officer	To provide clearance, enforcement and scanner operations support services and passengers control at the Borders.	Qualifications: A Bachelor's Degree in Customs, Administration / International Trade / Business Administration / Commerce / Law (NQF 7) or any relevant qualification. Additional Requirement: A Valid Code BE Namibian Skills Required: • International Trade Laws. • Investigative skills. • Customer Services orientated. • Problem Solving ability. • Detailed orientated. • Good Interpersonal skills. • Good Communications skills both written and verbal	Multilingual proficiency will be an added advantage	• Border Control and Operational Compliance. • Classification and Tariffs applications. • Perform and participate in post clearance audit. • Preventative measures and investigations. • General administrative functions. • Faciliate trade

Application Procedure:

For applications to be valid, a submission must be made within the stated deadline and should comprise of the following:

- A cover letter, providing a detailed motivation for the position, signed by the applicant.
- An up-to-date detailed curriculum vitae.
- Certified copies of the highest academic qualifications attained.
- Foreign qualifications must be evaluated by the Namibia Qualifications Authority (NQA) and proof of evaluation of qualification should be attached.
- Certified copies of Identity Documents and all other supporting documents.

NB: Preference shall be given to Namibian Citizens and unemployed graduates.

Successful Candidates will be required to provide Proof of No Criminal Record (Certificate of Conduct) and no employment misconduct or Dishonesty.

Candidates who pass the initial test will be offered provisional appointments, subject to such candidates passing the training offered in line with NamRA recruitment requirements.

All appointments will be vetted in line with NamRA Policies.

Only online applications shall be accepted via the recruitment portal: [https://namra.mcidirecthire.com/External/Current Opportunities](https://namra.mcidirecthire.com/External/CurrentOpportunities)

In terms of the Affirmative Action (Employment) Act 29 of 1998, qualifying females 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.

DATE ADVERTISED: 16 JUNE 2026

CLOSING DATE: 30 JUNE 2026