

# EXTERNAL 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.

## BUSINESS UNIT: FINANCE

Position	Director Supervisor	Job Purpose	Minimum Requirements	Added Advantage	Key Performance Areas
<b>1x Senior Manager: Financial Controls (E1)</b>	Chief Financial Officer	Provide strategic and operational leadership in the management and all aspects of NamRA's cash flow, treasury, banking, and cashbook functions, ensuring sound financial governance, liquidity management, compliance, and alignment with NamRA's strategic objectives	<p><b>Qualifications:</b> A relevant, internationally recognized Bachelor's Degree in Accounting / Finance (NQF- 7).</p> <p><b>Minimum Experience:</b> Six (6) years relevant experience, of which three (3) years are at managerial level.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>➤ Management skills. Strong financial management and financial control expertise.</li> <li>➤ Report Writing skills.</li> <li>➤ Budgeting, forecasting, and financial planning skills Techniques both.</li> <li>➤ Cash flow, banking, and treasury management experience.</li> <li>➤ Interpersonal skills.</li> <li>➤ Coordination of internal and external audit processes.</li> <li>➤ High level of integrity, accountability, and ethical conduct.</li> </ul>	Professional Accounting Qualifications e.g (CA, ACCA, CIMA)	<ul style="list-style-type: none"> <li>○ Financial Management and Budgeting.</li> <li>○ Provide overall oversight of cash flow management (weekly, monthly, annual, and multi-year forecasts).</li> <li>○ Direct and control banking, cashbook, general ledger, and reconciliation functions.</li> <li>○ Oversee the administration of bank accounts, banking services, and relationships with financial institutions.</li> <li>○ Ensure effective forecasting of cash positions and management of liquidity risk.</li> <li>○ Oversee inter-company and inter-governmental transaction processes.</li> <li>○ Review and approve financial reports prepared by Managers and Accountants.</li> <li>○ Lead the development, implementation, and review of financial accounting and treasury policies.</li> <li>○ Oversee the administration and monitoring of the Agency's debt portfolio.</li> <li>○ Lead complex financial analysis and financial modelling to support executive decision-making.</li> <li>○ Ensure accuracy, completeness, and timeliness of financial transactions and records.</li> <li>○ Ensure robust internal controls, compliance with legislation, and adherence to accounting standards.</li> <li>○ Manage relationships with external auditors and coordinate audit processes.</li> <li>○ Review and sign off on monthly, quarterly, and annual financial statements.</li> </ul>

## 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 Oppurtunities](https://namra.mcidirecthire.com/External/CurrentOppurtunities)

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: 30 JANUARY 2026**

**CLOSING DATE: 13 FEBRUARY 2026**