

# EXTERNAL VACANCIES (INTERNSHIP)

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: DOMESTIC TAX

| Position                                                                                                                                                                                           | Direct Supervisor     | Job Purpose                                                                                    | Minimum Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4x Debt Management &amp; Audit &amp; Verification Interns</b><br><br><b>2x Tax Services &amp; Debt Management / LTU Interns</b><br><br><b>2x ITAS (Tax systems &amp; Customer Care) Interns</b> | Principal Tax Officer | To provide immediate support to critical operational areas and help maintain service standards | <p><b>Qualifications:</b><br/>Currently pursuing or recently completed a degree in Taxation / Accounting / Finance / Economics / Business Administration/Law , ICT or related fields</p> <p><b>Minimum Experience:</b><br/>Internship experience in a similar role will serve as an advantage.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Analytical skills</li> <li>• Problem solving skills</li> <li>• Attention to detail</li> <li>• Computer proficiency in Microsoft Applications (e.g. Outlook, Word, Excel, etc.)</li> </ul> |

## BUSINESS UNIT: RISK MANAGEMENT AND INTERNAL AUDIT SUBUNIT: INTERNAL AUDIT

| Position                                              | Direct Supervisor       | Job Purpose                                                                                                                | Minimum Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1x Risk Management &amp; Internal Audit Intern</b> | Manager: Internal Audit | To assist the Risk Management and Internal Audit team in supporting risk management and assurance activities within NamRA. | <p><b>Qualifications:</b><br/>Currently pursuing or recently completed a bachelor's degree in Accounting / Finance, Business Administration / Taxation and Auditing (NQF7)</p> <p><b>Minimum Experience:</b><br/>Internship experience in a similar role will serve as an advantage.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Attention to detail and analytical thinking</li> <li>• Understanding of risk management, internal control and governance activities</li> <li>• Communication skills</li> <li>• Computer proficiency in Microsoft Applications (e.g. Outlook, Word, Excel, etc.)</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 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: 22 JUNE 2026**