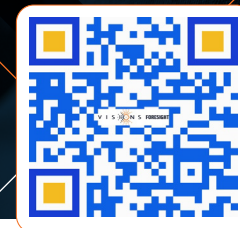


INTERNSHIP OPPORTUNITIES

Scan this code or click the link below to access on-line applications via the recruitment portal. <https://foresight.visions.com.na/>



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.

DEPARTMENT: HUMAN CAPITAL & STRATEGY

| | |
|---|--|
| Number of Internship opportunities | 4x |
| Qualifications | 3 rd and 4 th Year Bachelor of Human Resources students currently enrolled in Higher University or a recent graduate of Human Resources (NQF 7), or related field. |
| Key Deliverables | <ul style="list-style-type: none"> ➤ Support HR services and updating employee databases. ➤ Assist with HR administration Functions. ➤ Assist HR Team to accomplish its business goals. |

DEPARTMENT: FINANCE & CORPORATE SERVICES

| | |
|---|---|
| Number of Internship opportunities | 4x |
| Qualifications | 3 rd and 4 th Year Bachelor of Accounting & Finance students currently enrolled in Higher University or a recent graduate of Accounting/ Auditing (NQF 7) or related field. |
| Key Deliverables | <ul style="list-style-type: none"> ➤ Recording and consolidating cashbooks from various magistrates' offices. ➤ Promoting the online filling through the usage of the Integrated Tax Administration System (ITAS). ➤ Clearing the backlog in terms of the value added tax refunds owed to the taxpayers. |
| Number of Internship opportunities | ➤ 1x |
| Qualifications | 3 rd and 4 th year Bachelor of Quantity Surveying Students currently enrolled in Higher University or a recent graduate (NQF 7), or related field. |
| Key Deliverables | <ul style="list-style-type: none"> ➤ Estimating & Preparing bill of quantities. ➤ Track changes to the design and or construction work and adjust budget projections accordingly. ➤ Prepare monthly valuation and value the work done onsite. |

DEPARTMENT: STRATEGIC COMMUNICATIONS & SUPPORT ENGAGEMENTS

| | |
|---|---|
| Number of Internship Opportunities | 1x |
| Qualifications | 3 rd and 4 th Year Bachelor of Marketing Students currently enrolled in Higher University or a recent graduate of Marketing (NQF 7) or related field. |
| Key Deliverables | <ul style="list-style-type: none">➤ Assisting with the consolidation and coordination of all NamRA events.➤ Capturing and drafting reports of such events.➤ Complete projects related to branding and social media marketing. |

APPLICATION PROCEDURE:

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

- A cover letter
- An updated detailed curriculum vitae
- Certified copies of Identity Documents and all other supporting documents.

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In terms of the Affirmative Action (Employment) Act 29 of 1998, people from designated group 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.

OPENING DATE: 28 MARCH 2024

CLOSING DATE: 11 APRIL 2024

www.namra.org.na



Serving with passion