



MANAGEMENT RECRUITMENT NAMIBIA REVENUE AGENCY

Visions Consulting was commissioned as the official Recruitment Contractor / Administrator to capacitate the Namibia Revenue Agency (NAMRA) in collaboration with NAMRA leadership.

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 to positively impact the livelihood of every Namibian.

Values: Integrity, efficiency, diversity, fairness, and agility.

MANAGER: PROCUREMENT (PATERSON D4)

Post Designation:	Manager: Procurement
Direct Supervisor:	Chief Financial Officer
Remuneration:	As per Tier 3 Remuneration Guidelines by the Ministry of Public Enterprises.
Job Purpose:	To direct and manage the Procurement Division of NAMRA.

Minimum Criteria

Citizenship:	Namibian citizens shall enjoy preference.
Integrity:	Proof of no criminal record.
Qualifications:	A relevant, internationally recognised Bachelor's Degree in Procurement, Supply Chain Management, Purchasing or equivalent at (NQF 7).
Minimum Experience:	Five (5) years' managerial experience in a procurement environment.
Licenses:	Valid Driver's License.

Key Performance Areas of the position includes:

- Oversee the Procurement Division.
- Oversee contract development and administration.
- Develop a centralized procurement program that adds value and efficiency to NamRA.
- Develop bids and proposals.
- Oversee the proper execution of the Departmental and Divisional budget in line with delegations of authority framework.
- Ensure procurement and expenditure is in terms of relevant policies and procedures.
- Maintain prudent financial management.
- Perform 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:

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

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

Closing date: Applications must be submitted before close of business on **Thursday, 21 April 2022**.

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: 21 April 2022 AT 16:00

www.namra.org.na

