



# 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: EXCISE ADMINISTRATION

<b>Post Designation:</b>	Manager: Excise Administration
<b>Direct Supervisor:</b>	Senior Manager Technical Service and Excise Management
<b>Remuneration:</b>	As per Tier 3 remuneration guidelines by the Ministry of Public Enterprises.
<b>Job Purpose:</b>	To administer and control the excise designated sector.

### Minimum Criteria

<b>Citizenship:</b>	Namibian citizens shall enjoy preference.
<b>Integrity:</b>	Proof of no criminal record.
<b>Qualifications:</b>	Relevant recognized Bachelor's Degree in Business Administration, Commerce, Management, International Trade or Border Management (NQF7). A Post-Graduate Certificate in Customs Administration or a relevant Master's Degree will be added advantage.
<b>Minimum Experience:</b>	Five (5) years' experience relevant to the position with a minimum three (3) at Management level
<b>Professional Registration:</b>	Advanced training course in customs
<b>Licenses:</b>	Valid Driver's License

### Key Performance Areas of the position includes:

- Develop key strategies to respond to new initiatives within excise control particularly in relation to taxes/ duties/levies.
- Setting Key Performance Indicators for the Excise sectors and provide direction and support to the Excise Teams, including the regions.
- Responsible for vetting and approving new registration for excise designated sectors.
- Liaise with Excise operations on designated sectors, including auditing role of Excise accounts.
- To liaise with other Customs offices at International (WCO, WTO); Regional (SADC level); local (SACU level) or National on any Excise related matters.
- Develop and implement strategy to control of illicit trade.
- Lead staff and ensure an engaged workforce and a high-performance culture.
- Execute any other customs related tasks delegated to him/her.

### 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 successful candidates shall be subjected to vetting.

**Closing date:** Applications must be submitted before close of business on Friday, 29 April 2022.

**Only on-line applications shall be accepted via the recruitment portal <https://foresight.visions.com.na/>**

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: 29 APRIL 2022 AT 13:00**

[www.namra.org.na](http://www.namra.org.na)

