



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

EXPRESSION OF INTEREST

FOR THE POST OF COMMISSIONER: NAMIBIA REVENUE AGENCY

The Namibia Revenue Agency (NAMRA) is, semi-autonomous State Revenue Agency to be established in terms of Section 2 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.

In terms of Section 12 (3) of the Interpretation of the Laws Proclamation 37 of 1920, read with Section 8 of NAMRA Act, the Minister of Finance is inviting for applications from local, regional and international individuals with relevant expertise and experience for the position of the Commissioner of NAMRA. The Commissioner will serve as the Chief Executive Officer for the Namibia Revenue Agency

Post Designation : COMMISSIONER
Term of the Office : Five (5) years contract

FUNCTIONS OF THE COMMISSIONER

The Commissioner is the Chief Executive Officer of the Namibia Revenue Agency and reports functionally to the Minister of Finance and administratively to the Board of Directors of the Revenue Agency

In this respect, Commissioner will:-

- i. Provide leadership, management and supervision of day to day operations of NAMRA, ensure effective administration and enforcement of revenue laws as well as effective operation of NAMRA Regional Offices.
- ii. Develop and implement the Strategic Plan, Business Plan and Scorecard for the Agency in consultation with the Minister and the Board of Directors.
- iii. Collection of all taxes, customs and excise duties, compliance and enforcement strategy as determined by the Ministry of Finance annually and over the medium term,
- iv. Develop and implement efficient and effective control measures over trans-border movement of goods and trade facilitation,
- v. Design and implement operational and organizational policies as well as transitional modalities in consultation with the Board of Directors of NAMRA.
- vi. Formulate and manage the budget, funds and property of the Agency and ensure sound financial management practices.
- vii. Formulate and implement a robust performance management system and ensure effective administration of performance contracts to enhance internal efficiency and meet the organizational scorecard targets.
- viii. Design and implement a modernization, change management and continuous training program to enhance taxpayer service delivery and technical capacity development of NAMRA.
- ix. Formulate and implement internal control systems of audit and risk management in line with national and international best practices.
- x. Leverage information communication technology systems and innovations to enhance NAMRA operational efficiencies.
- xi. Undertake research on tax and customs and excise matters to support Government policy and efficient administration of revenue laws.
- xii. Provide management support to the Board NAMRA and implementation of the overall policy direction on the management and performance of NAMRA.
- xiii. Administer double taxation agreements,
- xiv. Develop and oversee a robust approach to integrity and corruption, ensuring that the NAMRA remains a professional administration body, free from corruption and where allegations are promptly investigated and addressed.
- xv. Oversee the development and implementation of an effective communication plan and taxpayer education to address information needs of all taxpayers and NAMRA stakeholders, and
- xvi. Foster strategic alliances with key local, regional and international stakeholders to foster mutually beneficial partnerships.

EXPERIENCE, COMPETENCE AND EDUCATION

Criteria to apply

- i. Namibian citizenship has preference.
- ii. No criminal record.
- iii. The incumbent is required to have a comprehensive knowledge of Namibia's tax system and familiarity with the tax laws, customs and excise laws, SACU, SADC, applicable tax treaties as well as regional and International protocols to be administered by the NAMRA.
- iv. Skills in planning, organizing, directing, and controlling assigned projects to accomplish work objectives in compliance with procedural, administrative and technical requirements prescribed by the various laws and regulations.
- v. Demonstrates ability to manage large complex organizations and provide administrative direction in all aspects of the Revenue Agency while ensuring quality of output and technical soundness.
- vi. Ability to communicate effectively.
- vii. Provide the organisation with the vision, effective leadership, high ethical standards, and interpersonal skills necessary to execute its mandate.

Educational Qualification

- i. At least a Masters Degree from internationally recognized institution of higher learning in Taxation, Tax Administration, Tax and Customs Law or Accountancy. Qualification in Economics, Law, Financial or Business as well as a PhD in these fields shall be an advantage
- ii. Well developed communication attributes at senior levels of tax administration
- iii. Strong leadership and motivational skills;
- iv. Proficiency in English;
- v. Sound knowledge in tax and customs IT systems;
- vi. Comprehensive knowledge of international standards regarding tax administration and customs enforcement reform processes;
- vii. The ability to deal with decision-makers and build networks and alliances;

Work Experience

- i. Proven record of positively changing the culture and ethos of organizations;
- ii. Evidence of departmental or institutional leadership to support improving the operational effectiveness and efficiency of a Revenue Agency or similar organization;
- iii. Work experience at Commissioner or Assistant Commissioner level in a revenue type agency or as chartered accountant in charge of tax matters for a minimum of 5-years is an added advantage
- iv. Evidence of improving the collection of revenue and the expansion of the taxpayer base.

Remuneration

- i. The successful candidate will receive a competitive remuneration and other benefits according to the conditions determined by the Minister.

Application Procedure

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

- i. A cover letter, providing a detailed motivation for the position signed by the applicant
- ii. An up to date detailed curriculum vitae
- iii. Certified copies of the highest academic qualifications attained and other relevant documentation

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

Closing date: Applications must be submitted before close of business on **26 July 2018**

Enquiries: May be directed and applications hand-delivered or emailed to:-

**Office of the Minister, 9th Floor, Ministry of Finance,
P/Bag 13295, Molke Street, Windhoek**

Attention: Mr P. Ithindi,
Senior Technical Economic Advisor/NAMRA Task Team Chair
E-mail: penda.ithindi@mof.gov.na Tel: +264 61 2092908/+264 811 24 2264

Only short listed candidates will be notified and no documents will be returned.