



Graduate Opportunity

Company: Namibia Revenue Agency (NamRa)
Position: Human Resources Administrative Assistant (x1)



Educational Requirements

- Bachelor of Human Resources Management (NUST Graduates only)

Requirements

- Excellent communication skills
- Great analytical, critical thinking and problem-solving abilities
- Strong time management and organisational skills
- Good goal-setting, strategic planning and motivation skills
- Ability to work in a team, independently and under pressure
- Technologically savvy
- Proficiency in various Microsoft programs (Word, Excel, PowerPoint)

General WIL/Internship Description

- Providing support in recruitment processes
- Assisting the Chief Human Capital with Office administration
- Filling of documents

Application Procedure

Applications in writing, accompanied by an updated CV, giving full details of work experience (if any), certified copies of identification documents, qualifications, academic records and Grade 12 certificate, should be sent to: **The Domestic Tax Department, Namibia Revenue Agency (NamRa), PO Box 569, Windhoek, Namibia. Please submit your applications via email only to: rbruno@nust.na**

Closing Date: Monday, 14 March 2022

Time: 10:00

Assumption of Duties: As soon as possible

No applications will be accepted after 10:00 and only short-listed candidates will be

Enquiries:

Ms Petrina Batholmeus
T: +264 61 207 2515
E: pbatholmeus@nust.na