



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

DEPARTMENT ECONOMIC POLICY

DIRECTORATE TAX POLICY ADVISORY SERVICES(TPAS)

Post Designation	: Director Grade 3
1 x Post	: Windhoek
Salary	: N\$ 528 193 – 560 522
Motor Vehicle Allowance	: Capital costs – N\$ 87 202 p.a. Running costs – N\$ 27 273 p.a. Total Allowance – N\$ 114 475p.a.
Housing Allowance	: N\$ 81 558

MINIMUM REQUIREMENTS: A B Degree at NQF L7 plus 9 years appropriate experience

ADDITIONAL REQUIREMENTS: A Master's degree on NQF Level 9 will be an advantage.

CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS

KEY PERFORMANCE AREAS

Undertaking consultation with the other Directorates with a view to clarifying policy matters relative to the proposed legislation, subordinate legislation or other legislative measures.

Initiating and scrutinising legal drafting of tax policy proposals and overseeing the finalization of such proposals in coordination with the Ministry of Justice Deputy Chief: Legal Advisor, NamRA, Ministry of Justice and the Office of the Attorney General.

Studying of legal literature such as legislation, textbooks, and case law to be conversant with recent development in the legal profession.

Studying of legal literature such as legislation, textbooks and case law so as to be conversant with recent development in Tax, Customs and Excise International Affairs.

Assist in interpreting tax laws and formulating practical guidance notes in collaboration with other Directorates and NamRA.

Review existing tax legislation to identify potential shortcomings and keep the legislation abreast of developments in business complexity and international best practices.

Advise the Ministry on law making process and preparation of legislation.

ENQUIRIES: MR. OSCAR CAPELAO; TEL 061-2092061

IN TERMS OF THE AFFIRMATIVE ACTION PLAN OF THE MINISTRY OF FINANCE, QUALIFYING FEMALES AND PERSONS WITH DISABILITIES WHO MEET THE PRESCRIBED ADVERTISEMENT REQUIREMENTS ARE ENCOURAGED TO APPLY

Applicants must be Namibian Citizens. Applications (on form 153043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to: **The Executive Director, Ministry of Finance, Private Bag 13295, Windhoek.**

NB: Public Servants applying for a post in another Office/Ministry /Agency must apply via their Office/Ministry /Agency and submit their application forms under cover Form ZO/352(1). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the applicant.

Only shortlisted candidates will be notified, and no documents will be returned.

Closing date: 9 June 2023