



EXTERNAL VACANCY
PERSONAL ASSISTANT TO EXECUTIVE: INTELLECTUAL PROPERTY SERVICES,
(Paterson, Grade C1)

The Business and Intellectual Property Authority (BIPA) is a regulator established by virtue of BIPA Act No. 8 of 2016 to facilitate and promote the efficient and effective registrations of business and intellectual property in Namibia. BIPA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

<i>Duty Station</i>	WINDHOEK
<i>Primary Purpose</i>	To provide a high level of efficient, professional and client focused administrative support service to the Executive: Intellectual Property Services
<i>Minimum Qualifications and Experience</i>	<ul style="list-style-type: none">• A three (3) year National Diploma in Business Administration or Management, NQF Level 6• At least three (3) years' experience in Corporate and Executive Management support
<i>Key Responsibilities</i>	<ul style="list-style-type: none">• Receives correspondence, categorise and forward to appropriate recipients• Takes minutes at all Departmental Management meetings and ensure accurate recordkeeping and filing• Manage the diary of the Executive by aligning priorities, scheduling appointments and events at appropriate times, rescheduling as required and informing the Executive on a continuous basis of changes.• Collates data related to projects that the Executive may require to have insight to assist him in making informed decisions.• Facilitates effective communication between the Executive and all Stakeholders as requested.• Ensures that information from the Executive is effectively communicated to all Departments as required and that these issues are followed up.• Arrange the office in terms of presentation, refreshments / tea / coffee arrangements, retrieval of information, arrangements for meetings, preparing of documents for meetings, etc• Maintains a proper and up to date filing system for the office of the Executive, including correct filing of all documents and opening of new files.• Makes all travel and accommodation arrangements for the Executive and other parties involved
<i>Competencies/Skills</i>	<ul style="list-style-type: none">• Computer Literacy and Typing• Secretarial Disciplines• Confidentiality• Office Equipment• Accuracy• Document Design• Communication

Detailed Curriculum Vitae, cover letter plus certified supporting documents should be hand-delivered at the BIPA Offices, PZN Building, Ruhr Street, Northern Industry Area / P O Box 185 Windhoek. Only shortlisted candidates with relevant supporting documents attached to their application will be contacted for interviews.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

NB: Non-Namibian qualifications must be evaluated by NQA.

Enquiries: Human Capital Practitioner @ 061-2994400

Closing date for all applications is 25 September 2020