



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

EXTERNAL VACANCY

MANAGER: RECRUITMENT AND REMUNERATION (PATERSON, D3)

Business and Intellectual Property Authority is an independent institution 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:

Duty Station	WINDHOEK
Department	Human Capital Management
Primary Purpose	To ensure effective human resource planning, sourcing of potential talents and competitive remuneration and provide equitable opportunities for employee's growth while align HR best practices to organizational resources.
Minimum Qualifications and Experience	- Bachelor's Degree in Human Resources - NQF Level 7 - Eight (8) years' experience in Human Resources Administration, Compensation and Benefits Management of which three (3) years should have been at a supervisory level
Key Responsibilities	- Policy Development Support - HR Operations Management - Human Capital Information - Recruitment and Selection Administration - Compensation Management (Remuneration) - Staff Performance Management - Budget Preparation and Control

Kindly note that no email or paper documents will be accepted. Interested Applicants should apply on:
<http://nieis.namibiaatwork.gov.na>

Only shortlisted candidates with relevant supporting documents attached to their application will be contacted for interviews. Candidates from previously disadvantaged groups are encouraged to apply.

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

Enquiries: Human Capital Practitioner @ 061-299 4414/65

Closing date is 13 November 2020

