

**EXTERNAL VACANCY
MANAGER: RECORDS MANAGEMENT & ARCHIVING (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
Primary Purpose	To implement and manage a Records Management System and related procedures that allows the organization to capture, store, retrieve, share and destroy electronic- and paper files
Minimum Qualifications and Experience	- Bachelor Degree in Archive Studies, Records Management / Information Management / Business management or related field. -NQF Level 7
Key Responsibilities	<ul style="list-style-type: none"> - Define goals for the division and determines levels of performance required. - Ensures that every member of the team signs the performance agreement. - Reviews the work completed by direct reports through progress and performance discussions. Monitors and coordinates the progress made and directs their activities towards achievement of the objectives and targets of the division. - Addresses instances of poor performance where relevant through the disciplinary process. - Identifies training needs amongst team members and provides technical training and other guidance where relevant. - Establishes a coaching culture and ensures that line management is sufficiently equipped to handle it. - Maintains and constantly promotes highest levels of professionalism. - Provides approval of appointments and promotions of staff in the division, and ensures the appropriate skills mix in liaison with the Human Capital Management Department. Ensures the proper induction of all new appointments. - Ensures that an appropriate succession plan is in place. - Reports trends on key measures such as absenteeism, staff turnover, disciplinary cases, inter alia. Recommends and implements remedial actions where necessary.

Kindly note that no email or paper documents will be accepted. Interested Applicants should apply on:

Employees of BIPA : <https://bipa-internal.jb.skillsmapafrica.com/>

External Candidates: <https://bipa.jb.skillsmapafrica.com/>

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 29 March 2021