

**VACANCY
LEGAL OFFICER**

One Year Fixed Term Contract

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:

Duty Station	WINDHOEK
Primary Purpose	To assist the Legal Advisor in providing necessary support to BIPA on legal issues and investigate potential legal implications of various corporate strategies, business initiatives and projects implementation and strive to preserve the statutory integrity of BIPA.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - Bachelors of Law - NQF Level 8 - Candidate Legal Practitioner
Key Responsibilities	<ul style="list-style-type: none"> - Legal Administrative Services. - Legal Compliance - Drafting of relevant policy papers, legal notices, legislative proposals / amendments and legal opinions; - Drafting Memorandums of Understanding (MoU's) and contracts for procurement of all goods and service on behalf of BIPA; - Rendering advice on litigation; - Conduct research on legal matters/questions (internal and external). - Drafting of relevant policy papers, legal notices, legislative proposals / amendments and legal opinions; - Drafting Memorandums of Understanding (MoU's) and contracts for procurement of all goods and service on behalf of BIPA; - Rendering advice on litigation; - Conduct research on legal matters/questions (internal and external).
Competencies/ Skills	<ul style="list-style-type: none"> - Business, Commercial and Intellectual Property Knowledge - Civil Litigations and Claims - Pragmatic and solution-focused approach - Oral and written communication - Emotional and Cultural Intelligence - Policies and procedures development process

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

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

External Candidates : <https://bipa.job.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: Sheriva Steiner @ 061-299 4414/65

Closing date for all applications is 31 December 2021