



**BUSINESS AND INTELLECTUAL  
PROPERTY AUTHORITY**  
*Protecting Entrepreneurship and Innovation*

**EXTERNAL VACANCY**  
**SENIOR IP OFFICER: REGIONAL & INTERNATIONAL  
DESIGNATIONS**  
(Paterson Grade D2)

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:

<b>Duty Station</b>	WINDHOEK
<b>Primary Purpose</b>	To administer the efficient, effective and accurate process of Regional and International trademarks application and registration.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"><li>- Bachelor's Degree in Law / Economics/ Business Administration or relevant qualifications (NQF Level 7).</li><li>- Five (5) years working experience in the Administration of Trademarks.</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>- Administers Industrial Property Rights Act.</li><li>- Administers trademarks applications in accordance with approved guidelines, operating policies and procedures</li><li>- Coordinates the examination, acceptance and advertisement of trademarks applications</li><li>- Sign examination report, notice of acceptance and registration certificate</li><li>- Provides advice on trademarks applications.</li><li>- Keeps and maintains all records of new applications by recording them on the register.</li><li>- Determines if trademarks can be registered with reference to requirements laid down in the Industrial Property Act.</li><li>- Attends to trademarks related correspondence</li><li>- Receives and acknowledges queries from customers.</li><li>- Staff and Performance Management</li></ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"><li>- Supervisory</li><li>- Intellectual Property Legal Framework</li><li>- Trademark Administration</li><li>- Corporate Governance</li><li>- Patent and GI Administration</li><li>- Publications</li><li>- Interpersonal Relations</li></ul>

Kindly note that no paper documents will be accepted. Interested Applicants should email their applications to: [recruitment@bipa.na](mailto:recruitment@bipa.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 4414/73

**Closing date for all applications is 12 June 2023**