

EXTERNAL VACANCY GENERAL ASSISTANT

Paterson Grade A2

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	Walvisbay
Primary Purpose	To ensure the provision of reliable and secure driving services for authorized personnel, correspondence and items, as well as fleet maintenance and record keeping.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - Grade 10 - Ability to read, speak and write English. - Proven work experience as a cleaner. - Ability to handle cleaning equipment and machinery. - Knowledge of cleaning chemicals and supplies. - Familiarity with Material Safety Data Sheet.
Key Responsibilities	<ul style="list-style-type: none"> - Cleaning Offices, Stairs, Entrances, Parking areas, Boardrooms - Cleans and sanitizes all surfaces as needed. - Cleans, sanitizes and maintains the kitchen and equipment properly - Notifies supervisor of deficiencies, unusual occurrences, malfunctions, damages or need for repairs. - Empties dustbins and trash cans, washes it regularly and disposes garbage properly - Making copies as required. - Assisting with packing & moving from offices. - Any other duties assigned by supervisor
Competencies/Skills	<ul style="list-style-type: none"> - Spoken English - Communication - General Hygiene Practice - Cleaning Products and Equipment - Work Independently

Kindly note that no paper documents will be accepted. Only applications emailed to the below email will be considered:

recruitment@bipa.na will be considered.

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 for all applications is 08 August 2023