



**RE-ADVERTISED - EXTERNAL VACANCY  
MANAGER: IP ENFORCEMENT & FRAMEWORK  
(Paterson Grade D4)**

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 manage the efficient and effective development of appropriate systems, procedures, controls, strategies and work programs for the implementation of intellectual property laws, policy, strategies and projects in the Intellectual Property Services Department of the organization.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"><li>- Degree in either Law, Business Administration, Economics Science or any other related field (NQF L8)</li><li>- At least 8 years working experience in Law/ Administration/ Economics or any related field of which five (5) years should have been at a supervisory level.</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>- Administers intellectual property laws, policy, strategies and projects</li><li>- Review, advise on, and propose amendments to, IP legislation</li><li>- Manage the implementation and execution of intellectual property related</li><li>- Manage the collection, compilation, analysis, management and publication of IP data</li><li>- Develop IP enforcement strategies and coordinate implementation of the strategies</li><li>- Compile IP framework and enforcement report</li><li>- Responsible for the compilation and supervision of the annual division Budget</li><li>- Monitors division performance and expenses</li><li>- Regularly reports on variances.</li><li>- Staff and Performance Management</li></ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"><li>- Management Principles</li><li>- Intellectual Property Legal Framework</li><li>- Patent Administration</li><li>- Corporate Governance</li><li>- Leadership</li><li>- Pressure Handling</li><li>- Computer Literacy</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 02 October 2023**