

**RE-ADVERTISED-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:

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| <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) with one (1) year working experience Or;</li> <li>- A National Diploma and five (5) years' experience</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>- Client Management</li> <li>- Communication</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 22 September 2023**